



Job Title: Project Manager

Organisation: Runnymede Trust

Reports to: Director of Finance and Operations

Salary: £46,812 (FTE)

Location: Hybrid – one day a week in the office in London

Hours: 0.5 FTE – 17.5 hours per week

Contract: Fixed term contract for one year

About Runnymede Trust

The Runnymede Trust is the UK's leading independent race equality think tank. For over 50 years, we have worked to challenge racial inequalities and create a more just and equitable society through high-quality research, evidence-based policy development, and public engagement.

Our work is grounded in the belief that race equality is essential to a thriving democracy and a fair society. We work across a wide range of issues including education, employment, criminal justice, health, migration, housing, and economic inequality - centring the lived experiences and voices of racially minoritised communities throughout our work.

We combine rigorous research with advocacy, strategic partnerships, and influencing work to shape public debate and drive systemic change. Our work seeks not only to understand inequality, but to challenge the structures and systems that sustain it.

To support the delivery of our mission, we are guided by a set of core values that shape both our work and our culture:

- We're uncompromising on quality and evidence - producing rigorous, credible work that drives informed debate and meaningful change.
- Our work is rooted in care - centring humanity, wellbeing, and respect in how we work with communities, partners, and each other.
- We believe in the power of solidarity - recognising that collective action and collaboration are essential to achieving racial justice.
- We are thoughtfully courageous - willing to challenge injustice, ask difficult questions, and speak truthfully with integrity and purpose.

As an organisation, we are committed to anti-racism, equity, collaboration, and intellectual integrity. We strive to create an inclusive and supportive working environment where colleagues are empowered to contribute, develop, and make meaningful impact.

About the role

This is a fixed-term role created to strengthen Runnymede's project management capability and ways of working across the organisation.

As a growing organisation delivering a diverse portfolio of research, policy, communications and organisational projects, we are seeking an experienced Project Manager to develop and embed effective project management systems, processes and practices that support collaboration, accountability and delivery.

Working closely with colleagues across the organisation, the postholder will review current approaches to project planning and delivery and implement a practical, proportionate project management framework that meets the needs of a small, mission-driven organisation. This will include developing systems, templates, governance processes and reporting mechanisms, as well as ensuring project management approaches are embedded within existing organisational systems and ways of working.

A key part of the role will be supporting colleagues to adopt and maintain new approaches through training, coaching and ongoing support. The successful candidate will help build a shared understanding of project management responsibilities across the organisation, ensuring that projects are delivered effectively, resources are well managed, and teams have clear ownership and accountability for delivery.

The role will also support the monitoring of existing projects during implementation and leave behind sustainable tools, processes and training resources that can be maintained internally after the contract concludes.

Key Responsibilities

Project Management Framework and Systems

- Review existing project management approaches, systems and practices across the organisation.
- Design and implement a project management framework that supports effective planning, delivery, monitoring and accountability.
- Develop practical tools, templates, guidance and documentation to support consistent project management across teams.
- Ensure project management approaches are integrated into existing organisational systems and technology platforms where appropriate.

Implementation and Change Management

- Lead the implementation of new project management processes and ways of working across the organisation.
- Work with colleagues at all levels to embed a culture of effective project planning, ownership and accountability.
- Identify barriers to adoption and develop practical solutions that support sustainable change.

- Promote consistent approaches to project governance, reporting and decision-making.

Training and Capability Building

- Develop and deliver training for staff on project management systems, processes and expectations.
- Provide coaching and support to colleagues with differing levels of project management experience.
- Build organisational understanding of roles, responsibilities and accountability within project delivery.
- Develop induction and training materials that can be used internally after the contract ends.

Project Oversight and Continuous Improvement

- Support the review and monitoring of existing projects during implementation of the new framework.
- Identify opportunities to improve project delivery, collaboration and resource management.
- Monitor adoption and effectiveness of new systems and recommend adjustments where required.
- Support teams to establish realistic project plans, timelines and delivery expectations.

Reporting and Organisational Contribution

- Provide regular updates on implementation progress, risks and recommendations to the Senior Leadership Team.
- Develop measures and indicators to assess the effectiveness of the project management framework.
- Contribute to organisational planning and continuous improvement initiatives.
- Ensure all systems, processes and documentation are accessible, sustainable and fit for purpose.

Person Specification

Experience

- Experience leading organisational change and influencing the adoption of new processes, systems and ways of working in a small organisation, ideally a charity.
- Demonstrable experience of designing, implementing and embedding project management systems, frameworks and ways of working that meet organisational needs, particularly within small or growing organisations.
- Experience developing project governance, accountability and reporting frameworks.

- Experience reviewing and improving project delivery approaches across multiple teams or functions.
- Experience designing and delivering training, guidance and support to colleagues with varying levels of project management experience, ensuring that the ways of working are understood, adopted and embedded.
- Experience working in environments where multiple projects operate at different speeds, priorities and levels of complexity.
- Experience working within research, policy, advocacy, communications or similar knowledge-based organisations.

Skills

- Effective influencing and relationship-building skills, with the ability to gain buy-in and drive change across teams and levels of seniority.
- Facilitation and training skills, with the ability to build confidence and capability in others.
- Verbal and written communication skills, including the ability to develop clear guidance, processes and procedural documentation.
- Effective project planning and organisational skills, with the ability to manage multiple priorities and deadlines.
- Ability to analyse organisational needs and translate them into practical systems and processes.
- Ability to work collaboratively with colleagues from a range of professional backgrounds and levels of project management experience.
- Effective problem-solving skills and a pragmatic approach to continuous improvement.
- Ability to balance attention to detail with a focus on practical implementation and delivery.

Knowledge & Understanding

- Understanding of project management principles, methodologies and approaches, and the ability to apply them proportionately to organisational needs.
- Understanding of project governance, accountability frameworks, risk management and performance monitoring.
- Understanding of organisational change and approaches to embedding new systems and ways of working.
- Understanding of how project management can support collaboration, resource planning and effective delivery within small organisations.
- Understanding of the challenges and opportunities of working within hybrid and cross-functional teams.
- Commitment to the aims, values and mission of The Runnymede Trust.

Equity, Access & Inclusion



The Runnymede Trust is committed to creating an inclusive, equitable and supportive workplace where everyone is treated with dignity and respect. As an organisation dedicated to racial justice and social equity, we recognise that a diversity of backgrounds, experiences and perspectives strengthens our work, challenges our thinking and improves decision-making.

We particularly welcome applications from people from Black, Asian and racially minoritised communities, disabled people, LGBTQ+ people, people with caring responsibilities, people from different socioeconomic backgrounds, and others who are underrepresented within the charity, policy and research sectors. In our recruitment processes, we value the skills, knowledge, experience and perspectives that individuals can bring, particularly where these contribute to broadening representation and bringing insights that are not currently reflected within our organisation.

We are committed to ensuring our recruitment processes are accessible and inclusive. If you require reasonable adjustments at any stage of the process, please let us know.

We recognise that candidates may not meet every requirement in the person specification. If you are excited by the role and believe you can make a strong contribution to our work, we encourage you to apply.

This job description provides an overview of the role and may evolve over time in line with organisational priorities.