
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title:	Project Manager
Department:	SLT Support
Responsible to:	Vice Principal Infrastructure & Projects
Hours:	37 hours per week, all year round
Salary:	£41,444 - £49,643 [YCM10.1- YCM010.5] depending on skills & experience
Date of Issue:	September 2026

1. Job Purpose

The post holder will provide project management support to enable teams to deliver projects on time, within scope, and on budget.

The post holder will lead the project management for the upcoming DTEC project and other initiatives as they arise. They may be required to provide support and advice to managers for many varied projects across the college, utilising project management best practice and principles.

They will be part of the team preparing College staff and managers for the transition to the new buildings on our campus as part of the Big Build Project, including the Defence Careers Hub. They will lead the Furniture, Fixtures and Equipment (FFE) workstream and the Big Campus Tidy Up, as well as providing expertise and support in managing many College departments in their preparation for moving to the new campus with minimal disruption and distraction to the college operation.

They will be the Travel Plan Co-ordinator, creating and implementing the action plan agreed with the Local Authority. They will play a supporting role to other team members in many other workstreams as the need arises, making this a varied role

2. Key Roles & Accountabilities

- **Planning:** Define project scope, goals, timelines, and resource needs. Create detailed project plans and schedules.
- **Execution:** Coordinate internal teams and outside vendors for smooth project delivery.

- **Budgeting:** Monitor project costs and manage the budget, supported by the Capital Project Accountant. Handle changes to scope, schedule, and costs.
- **Risk Management:** Spot potential risks early and create plans to fix them. Solve roadblocks as they appear. Update management on emerging risks and potential mitigations.
- **Communication:** Share regular progress updates with stakeholders.

Project Leadership & Coordination

- Represent the Projects Team at cross-college meetings, sharing updates and gathering operational insights.
- Participate in Team briefings and contribute to collaborative planning
- Develop and maintain a detailed workstream plan for all FFE activities across all projects
- Lead the identification of furniture, fittings and equipment needs across major projects as well as the wider College, ensuring the long term requirements are satisfied, working closely with the appointed furniture supplier, and in liaison with the team and College Principal
- Coordinate reuse of legacy furniture and specification of new items with the appointed furniture specialist.
- Develop and maintain budget forecasts for the FFE workstream, working with the Capital Project Accountant.
- Lead the 'Big Campus Tidy Up' project, identifying surplus items and supporting teams in decluttering and digitisation

Operational Support & Transition

- Support staff through relocation planning, including mapping moves of all resources from old to new and existing refurbished buildings
- Take on the role of the College Travel Plan Co-ordinator, liaising with the Council where necessary. Maintain up-to-date knowledge of the College's Travel Plan and intersecting policies. Develop and implement an action plan to meet Travel Plan targets. Monitor and report compliance of the Travel Plan to management, maintaining a robust evidence pack.

Projects Team Player

- Be a key member of any Project Team.
- Cultivate and sustain effective working relationships with internal and external stakeholders, prioritising exceptional project outcomes and the timely organisation of actions required.
- Participating in lessons learnt reviews and potential process improvements.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

All staff have a responsibility to treat others with fairness, equality and respect in accordance with legislation, the College's equality and diversity policy and the College's Core Values.

Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, gender, gender re-assignment, disability, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity or unrelated criminal convictions.

All employees of the College have a responsibility for behaving and acting in a way that supports this policy and procedure and promotes equality and diversity as well as fundamental British values in all aspects of their work.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone responsibility.

Yeovil College – Person Specification
Post: Project Manager

	Essential	Desirable
Previous Experience	• Experience 3+ to 5+ years in project or operational co-ordination in a fast-paced environment • Operational management	• Working in a further education setting • Working across multiple teams • Leadership experience
Qualifications	• Proficient in project management software and office tools (eg. Microsoft Office, MS Project, Asana) • Bachelor's degree in business, management or related field • Level 2 English and maths	• Evidence of formal training in project management eg. PMP or PRINCE2 • A higher qualification in areas related to management and leadership
• Special Skills/Aptitudes	• Excellent verbal, written and presentation skills. • Demonstrate excellent organisational skills with the ability to prioritise own workload with good attention to detail to meet agreed timescales, budget and quality. • Sound planning and coordination skills. Scheduling work with multiple constraints. Ability to be innovative and flexible in finding solutions • Monitoring progress on work done by others and maintaining systems for tracking progress • A physically demanding role at times, the post holder must be able to complete all physical requirements of the job, with or without reasonable adjustments. • Excellent attention to detail.	• Ability to provide a key supporting and visible role during facilitated meetings. • Ability to influence others through persuasion and negotiation. • Experience of managing a diverse workload – negotiating work schedules with contractors. • Exposure in preparing and presenting information in the form of updates or options for discussion. • Competency in MS Office/O365.

	• Ability to work effectively both independently and as part of a team. • Ability to give information clearly and factually and receive information effectively. • Ability to build relationships and work successfully with people at all levels. • Ability to focus on multiple tasks at the same time. • Ability to influence and manage middle and senior leaders during workflow processes to achieve desired outcomes.	
Personal Attributes	• A commitment to the success of projects.	
Ability to demonstrate the College values	• Aspirational - high Ambition, expectation and effort • Collaborative – In it together • Exceptional – Innovative and enterprising • Team YC – Doing amazing things	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)