



JOB DESCRIPTION

Job Title	Project Manager (C2)
Department	ITF Seafarers' Trust
Reports to (Please also attach an organisation chart showing where the job fits in to the department)	Head of ITF Seafarers' Trust
Direct reports	n/a
Other management responsibilities	n/a
<p>Background</p> <p>2019 saw significant changes in staffing in the ITFST with the creation of the new roles of Office and Communications Manager and Trust Administrator positions, the removal of the post of Programme Development Manager and the relocation of the Grants Manager (former title Project Manager) overseas. As a small team, the Trust needs close cooperation and flexibility to cover the diverse range of tasks to deliver the ambitious 5 year plan, improve our communications output and comply with charities governance requirements.</p> <p>One of the ITF Seafarers' Trust's strategic goals for 2019-2024 period is to increase the number of projects supporting unions in delivering welfare services to members and their families and seafarers in general. In addition we are developing a new area of work highlighting the role of seafarers in international supply chains, based around the Trust's photography archive derived from recent photography competitions.</p> <p>The primary purpose of this post is to research, develop and roll out projects in collaboration with the Head of Trust and members of the Trust team. The post-holder would also be expected to take on other activities/responsibilities as required to achieve the Trust's overarching goals and cooperate with Team on all aspects of the programme of work.</p>	
<p>Main Job Purpose:</p> <p>To research, develop and deliver projects in line with the Trust's areas of priority.</p>	
<p>Main Responsibilities</p> <p>Project Management</p> <p>Work with the Head of Trust to research, develop and deliver projects such as:</p> <ul style="list-style-type: none"> • Occupational Safety and Health in Port project, initiated with affiliates from the Arab World, to be expanded to other regions • Projects relating to seafarers' access to medical assistance, connectivity and access to shore leave and shore based welfare facilities • 'Seafarers' Stories' – maximising the use of the Trust's photographic archive, researching and developing relationships with maritime museums and galleries, media and developing projects to raise the profile of seafarers within and beyond the maritime sector • Manage research projects to identify issues and potential solutions to explore in the interests of 	



improving seafarers' welfare

- Represent the Trust nationally and internationally in relation to the development of seafarers' welfare projects
- Prepare relevant documentation for Board of Trustees meetings

Communication and Training

- In conjunction with the Office & Communications Manager develop and implement internal and external communications and media strategies to support and promote projects

Decisions

- The post-holder will work independently within the scope of the projects – there will be a wide range of practical and logistical decisions to be taken
- The projects have the potential to develop in different directions therefore decisions will require judgment and an ability to analyse information and make informed recommendations
- Critical decisions will be taken in consultation with the Head of Trust

Complexity

- The position requires an understanding of the maritime sector, maritime trade unions and ITF maritime policies which is complex and can be sensitive
- Although the role is primarily to develop a programme of union led projects, as the Trust comprises a small team with a heavy and diverse workload, the post-holder will be expected to contribute to other activities within the Trust
- The position is primarily one of project management requiring research and information gathering skills, project planning and execution, consideration of mechanisms for monitoring and evaluation and ability to organise event logistics

Contacts

- Communication with union leadership and representatives, Maritime Sections, Regions & Departments
- Diplomacy and sensitivity required to gauge union levels of interest and engagement and manage expectations
- Maintain excellent communication and coordination with the members of the ITFST team and ITF Maritime

Other important requirements of the job not covered above e.g. requirement to communicate in a language other than English

- Fluency in other languages is highly beneficial.
- Experience of working with comms plans/social media



PERSON SPECIFICATION (i.e. knowledge and skills required for the job)

This section has been drafted so that the job description can be used for recruitment as well as grading.

	ESSENTIAL	DESIRABLE
Education level, qualifications or equivalent	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Graduate calibre with relevant trade union experience
Knowledge, experience and technical skills	<ul style="list-style-type: none"> • Ability to plan projects following tight deadlines • Good communication skills both written and oral in English. • Planning, analytical and problem solving skills • Research and information gathering skills and experience • Sound organisational skills and the ability to work under pressure • Experience of organising events 	<ul style="list-style-type: none"> • Knowledge of the maritime industry • Experience of working with/for unions
Personal attributes/skills	<ul style="list-style-type: none"> • A firm commitment to progress the causes of trade unionism • Readiness to acquire new skills, knowledge and experiences in a multi-cultural working environment. • The ability at all times to exercise discretion, diplomacy, judgement and initiative • Good team player 	<ul style="list-style-type: none"> • Fluency in other languages
Practical requirements e.g. hours, requirement to travel	<ul style="list-style-type: none"> • The post will be London based but the ability to undertake international travels as required • Ability to work flexibly as required 	