Careers

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JEWISH COMMUNITY

IT Project Manager

Full time (contract 1 – 2 years), based in London

As an IT Project Manager, your primary focus will be to manage the implementation of technology, on time, to budget, and to the organisation's expectations. You will manage the introduction of new tools and processes into the organisation. You will act as the bridge between, third parties, senior management and the IT team, tasked with the actual execution of the project.

The secondary focus will be to drive the planning and execution of new software from concept to delivery.

You will have some formal experience of project management as a Project Manager and be able to take initiative to organise project documentation to show the progress of your work.

Duties include:

- Maintains the organisation's effectiveness and efficiency by defining, delivering and supporting strategic plans for implementing information technologies
- Be the main point of contact of new infrastructure requirements and priority changes
- Agree on delivery dates with the IT team as well as other key stakeholders
- Managing external and internal stakeholders to ensure technical requirements are met
- Completes projects by coordinating resources and timetable with user departments
- Recommends IT strategies, policies and procedures by evaluating organisation outcomes; identifying problems; evaluating trends and anticipating requirements.
- Managing a number of people, all performing different tasks and to coordinate them effectively
- Liaise with third party suppliers

The ideal candidate should have:

- Strong project management skills with proven track record of delivering software and infrastructure projects
- Excellent communication skills with a natural ability to build strong relationships
- Experience and ideally certification of standard project management methodology
- Excellent people manager who can lead and inspire a team
- Exceptional problem-solving skills with a persistence to see issues resolved
- Superb organiser with a professional and mature manner

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing 'IT Project Manager' in the subject heading. Closing date for applications: 31 August 2019 but may close earlier if a suitable candidate is found.