



## Project Manager – Global Living Wage Initiative

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**Hours:** 3 days a week, flexible

**Salary:** Up to £35,505 including London Weighting

**Pension:** 10% employer contribution

**Contract:** 12-month fixed term contract

**Based:** London, currently working remotely

**Holiday:** 25 days pro-rata

## Living Wage Foundation

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The **Living Wage Foundation** was launched in 2011 by **Citizens UK** to tackle in-work poverty and ensure that workers earn enough to live on and participate in family and community life. Citizens UK is the home of community organising with diverse civil society alliances set up to develop leaders to work on the issues that matter to them, such as the Living Wage. Other projects include **PACT** (Parents and the Community Together) and **Sponsor Refugees**.

The UK Living Wage movement is an independent coalition of businesses, organisations and people who believe that a hard day's work deserves a fair day's pay. The real Living Wage is an independently-calculated hourly rate based on the cost of living, updated and announced each November during Living Wage Week, our annual celebration of a growing network of over 7,500 Living Wage Employers. Our accreditation scheme recognises a long-term commitment to fair pay by awarding the Living Wage Employer Mark, securing pay rises for 250,000 low paid workers.

### Global Living Wage Initiative (GLWI)

The Living Wage Foundation is now building a global coalition to share experience and expertise and develop international consensus on the principles and standards that underpin how a Living Wage is calculated in different countries. Through our Global Living Wage Affiliate Network, this initiative seeks to help employers, campaigners and trade unions in different countries to work towards a Living Wage formula that reflects national cost of living pressures, while providing a realistic benchmark for employers.

## Purpose

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The Living Wage Foundation has an exciting opportunity to join our dynamic team as a Project Manager. We are looking for a highly motivated, strategy focused individual to oversee the development and expansion of our Global Living Wage Affiliate Network, a group of existing and nascent Living Wage accreditation bodies around the world.

The ideal candidate would be a proactive project manager with outstanding communication skills and a track record of network building. We are looking for someone who will expand the geographical reach of the network and strengthen member capacity through ongoing engagement with a diverse range of global and national stakeholders.

## Main Responsibilities

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### Partnership and Stakeholder Management

- Build a platform for members of the Global Affiliate Network to share best practice, foster alignment on principles and standards, and improve overall capacity across a range of themes through development of a series of webinars, providing oversight of delivery.

- Oversee the coordination and expansion of national movements in a range of countries, ensuring consistency and quality of support provided to help achieve the aims and approaches of each.
- Support our network of Living Wage Employers to connect with affiliated bodies and pay the Living Wage internationally.
- Identify specific opportunities for employer champions to drive national progress.
- Work with the GLWI Senior Project Manager to maintain a strong connection between national and global Living Wage efforts.
- Represent the organisation effectively to external audiences in meetings and events to promote the business and reputational benefits of the Living Wage.

### Project Management

- Oversee the creation and delivery of a network development strategy driven by the needs of the Global Living Wage Affiliate Network and informed by our theory of change for building national Living Wage movements.
- Oversee the development of the affiliate concept, including principles for alignment, governance structures and the service offer to network members.
- Develop and implement a formal affiliation agreement for network members that are ready to establish a national accreditation body, including use and licencing of an affiliate logo.
- Integrate global data into appropriate CRM systems, including Salesforce.

### Research and Communications

- Oversee knowledge capture for sharing guidance and resources within the network and developing a consultancy offer.
- Oversee collation of case studies and examples of best practice to develop materials and promote the Global Affiliate Network.
- Support research and reports into relevant topics to support affiliates requirements and promote the Global Living Wage Initiative.
- Develop impact monitoring systems for national affiliates to contribute towards global goals.

### People Management

- Support the development of indirect reports to deliver strategic objectives for network development and knowledge sharing for our consultancy offer.
- Coordinate staff within the LWF and across the organisation to ensure we are meeting the expectations of our network and stakeholders.

## Person Specification

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REQUIREMENTS		ESSENTIAL	DESIRABLE
EXPERIENCE AND QUALIFICATIONS	A minimum of 3 years proven, comprehensive experience in a project management role	✓	
	A successful track record in setting up and evaluating projects	✓	
	Experience of building consensus between diverse stakeholders to drive progressive change	✓	
	Experience working with international stakeholders on global development projects		✓

	Experience of delivering a range of high-quality communications materials, including blogs, reports or resources		✓
	Degree or equivalent professional qualification		✓
REQUIREMENTS		ESSENTIAL	DESIRABLE
KEY SKILLS AND KNOWLEDGE	Excellent project management skills with the ability to juggle a wide range of competing demands	✓	
	Outstanding communication skills, both verbally and written, combined with the ability to liaise with senior stakeholders	✓	
	Excellent interpersonal skills with the ability to build relationships, lead, influence and motivate others	✓	
	Ability to take in and interpret information and present in a succinct manner	✓	
	Monitoring and evaluation skills and the ability to interpret results to adapt strategy	✓	
	Strong IT skills to include MS Office and CRM software	✓	
	Understanding of database and systems management		✓
	Understanding of the global policy and campaign landscape		✓
PERSONAL ATTRIBUTES	A proactive approach to all areas of work with a 'can do' attitude and a flexible approach to work demands	✓	
	A strong commitment to the Living Wage campaign and principles of Citizens UK	✓	

## Application Procedure

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**Method:** Fill out application form which you can download at [www.livingwage.org.uk/jobs](http://www.livingwage.org.uk/jobs). Please save file as 'Name – GLWI Project Manager Application'

**Submit to:** [recruitment@citizensuk.org](mailto:recruitment@citizensuk.org)

**Please note:** The subject heading of the email must contain the applicants name and the words 'GLWI Project Manager Application'

**Applications deadline:** Midnight on Monday 24<sup>th</sup> May 2021

**Interviews:** Tuesday 8<sup>th</sup> June 2021

The Living Wage Foundation is committed to being an inclusive employer. We value a diverse workforce and encourage anyone with an interest in this role to apply, regardless of whether you meet all the desirable criteria. We invest in our staff and will support you to develop the skills and

knowledge required to deliver the role. We particularly welcome applications from black, Asian and minority ethnic (BAME) candidates, who are underrepresented at the Foundation. Please contact us if you would like to discuss flexible working arrangements ahead of applying.

There is a voluntary and anonymous [Diversity Monitoring Form](#) which helps the Living Wage Foundation to monitor against the aims and commitments of our Equal Opportunities Policy. We appreciate your help and cooperation by filling in this form.

For more about the Living Wage Foundation and Citizens UK please visit [www.livingwage.org.uk](http://www.livingwage.org.uk) and [www.citizensuk.org](http://www.citizensuk.org).