

PROJECT MANAGER (AI AND AUTOMATION)

PART-TIME OR FULLTIME, FIXED TERM

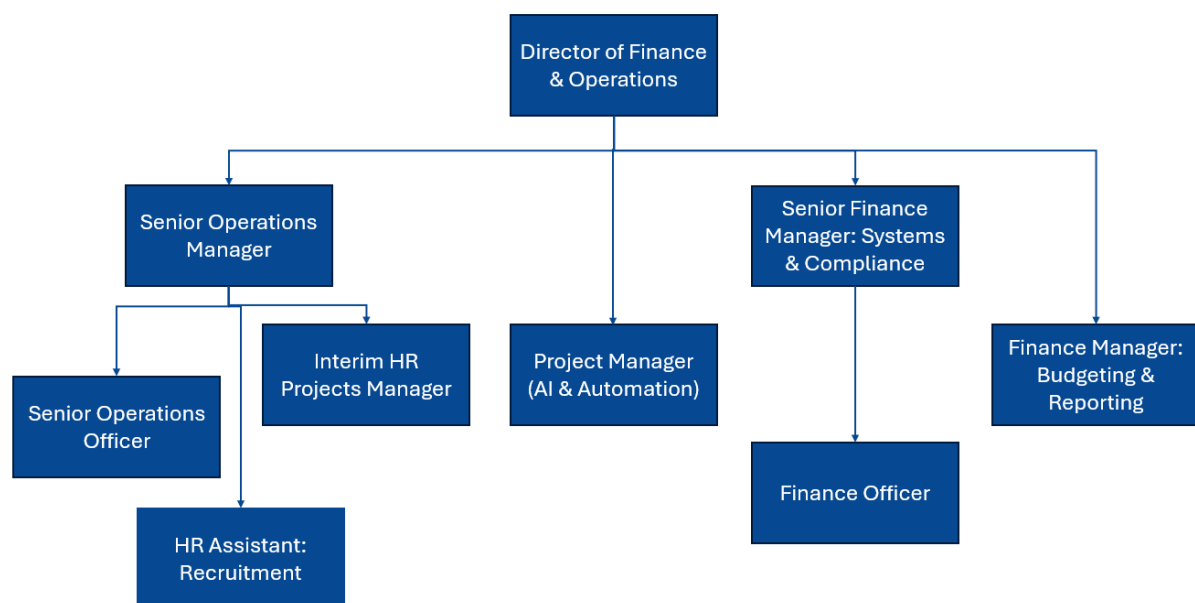
THE ROLE

The Project Manager will join a small and dynamic team that covers Finance, Human Resources, IT and Business Operations. The Finance & Operations team play a critical role in running the day-to-day operations of the organisation and providing the infrastructure that enables the charity to focus on its work.

We have developed an AI policy and have a clear ambition to use AI and automation thoughtfully and effectively across the organisation. We are now looking for the right person to make that happen. This is a new role, created to provide dedicated focus and expertise at a time when the pace of change means our existing team cannot do it justice alongside their day-to-day responsibilities.

This is a fixed-term role of 9 - 12 months, and an exciting opportunity for a pragmatic, delivery-focused individual to build something from the ground up. This includes establishing our AI working group, embedding good practice, and driving the rollout of new tools in a way that genuinely makes colleagues' working lives easier. You can expect varied, hands-on work with a high degree of autonomy in a small, supportive team.

THE TEAM



This role will fit into the small Finance & Operations team and will be line managed by the Director of Finance & Operations.

MAIN DUTIES

FOR THE ROLE:

AI Governance & Working Group

- Maintaining a practical overview of our AI policy, flagging where guidance needs updating as the landscape evolves and drafting concise, accessible updates as needed
- Establishing and running the AI working group in line with our AI policy
- Liaising with our Data Protection Officer to ensure DPIAs are completed for any new AI tools
- Keeping up to date with legislation, policies and procedures relevant to the role and the Trust's work

Learning & Engagement

- In conjunction with the HR Team, sourcing and coordinating relevant, good-value training opportunities for staff
- Organising and facilitating light-touch internal knowledge-sharing sessions, drawing on best practice from the wider sector
- Proactively updating your own knowledge in relation to the role, identifying and undertaking appropriate training
- Acting as a visible, approachable internal champion for AI adoption

Strategy & Business Case

- Leading the development of a business case for Microsoft Copilot (or equivalent)
- Keeping abreast of relevant AI developments in the charity sector and bring the most useful insights back to the organisation

Project & Change Management

- Driving the AI programme forward with pace and focus, moving us from the current ad hoc position to a structured, policy-aligned approach
- Developing and maintaining a simple, practical project plan with clear milestones and owners
- Identifying and managing relationships with external suppliers, consultants or partners, as needed, to support the organisational AI journey
- Implementing a small number of simple automations, as needed
- Leading change management activity to support the rollout of new tools, including communications, guidance materials, and on-the-ground support for staff.
- Producing clear, jargon-free guidance for staff on AI tools and their appropriate use
- Maintaining clear, proportionate documentation throughout
- Other duties as necessary from time to time

PERSON SPECIFICATION

SKILLS AND EXPERIENCE:

We welcome applications from individuals who have experience in:

- Project or programme management, with a track record of driving work forward independently and creating structure where little previously existed
- Leading or supporting the implementation of a new tool, system, or way of working, including the change management needed to bring people with you
- Working with AI or automation tools in a professional context (expert-level technical knowledge is not required)
- Coordinating internal working groups, stakeholder engagement or governance processes in a proportionate way
- Creating guidance documents, business cases, or internal communications for non-specialist audience
- Facilitating knowledge sharing sessions and/or training
- Identifying and managing relationships with external suppliers, consultants or partners
- Data protection processes with a good understanding of general principles and DPIAs, and working alongside a DPO
- Working in the charity or not-for-profit sector, or a similarly mission-driven, resource-conscious environment (desirable)
- Awareness of associated areas relevant to AI implementation in a charity context, such as accessibility, safeguarding and equality considerations (desirable)

- Microsoft 365, including Copilot (desirable)

who can demonstrate:

- strong planning and prioritisation skills, with the ability to manage multiple workstreams and keep things moving
- clear, confident communication, written and verbal, at all levels of an organization
- an ability to build relationships and influence without direct authority
- sound judgement about when process is necessary and when it isn't

and who is:

- comfortable working with ambiguity and building structure from scratch
- genuinely curious about AI and its practical applications

COMPETENCIES:

- Sympathetic to the aims of the Trust and its mission to address educational disadvantage
- Ability to work across teams and functions, engaging staff with varying levels of familiarity with AI and technology
- Ability to work collaboratively as part of a team and independently with a high degree of initiative
- A flexible and adaptable approach to accommodate the varying aspects of the role, able to shift priorities as this area evolves and new needs emerge
- Analytical and organized with good attention to detail

OTHER:

- Eligible to work in the UK**

TERMS OF APPOINTMENT

- Salary: £45k-£50k pro rata per annum
- Contract: Fixed term 9-12 month contract, part-time (0.6 FTE minimum) or full time
- Working location: Minimum of 2 office days per week
- Office location: The Sutton Trust, 9th Floor, Millbank Tower, 21-24 Millbank, London, SW1P 4QP. Our home working policy gives staff the option to work from home for up to 60% of the time, with approval from their line manager.
- Hours: The standard working hours are 9am to 5pm, Monday to Friday and may also be required to attend events / meetings outside of their normal working hours during weekday evenings and occasionally at weekends
- DBS check may be required

**Please note that we are unfortunately not a licensed visa sponsor.