



**Project Manager for BBO Big Lottery Fund & ESF Project: Building Futures**  
**£32,730 - £36,481, Permanent, Full Time**  
**Buckinghamshire**

Do you have the passion and commitment to help adults and young people? Are you flexible, adaptable to change and open to new and innovative ways of working? Adviza is a large, vibrant and innovative charity working with adults and young people to help them make the best of their lives. The Building Futures programme is jointly funded by Big Lottery Fund and the European Social Fund.

Working for us will offer you an interesting and rewarding opportunity to help adults and young people challenge and overcome barriers, enabling them to reach their full potential.

We have an exciting opportunity for a Project Manager to work across Buckinghamshire.

We are looking for applicants:

- To ensure the successful delivery of the Adviza Big Lottery Fund & ESF Funded Building Better Opportunities (BBO) 'Building Futures' project within Buckinghamshire
- Big Lottery Fund & ESF project management, including developing, designing & overseeing processes and budget management
- Significant engagement and management of delivery partners focused on facilitating a collaborative delivery of outcomes
- To maximise the income available from the project
- To ensure all quality standards and ESF/Big Lottery Fund compliance requirements are met, ensuring there is no risk of financial clawback
- To ensure monthly claims are accurate, compliant and timely

For details of how to apply for this post and to access a full job description please visit our Adviza website and click on the 'work for us' section. Alternatively, you can use this direct link: <http://www.adviza.org.uk/about-us/work-for-us/> For queries please contact the Adviza Human Resources Team on [hr@adviza.org.uk](mailto:hr@adviza.org.uk) or 0845 217 1367 and for an informal discussion contact Sandra Reynolds on 07415 240695

**Closing date:**

**Interview date:**

This position is subject to an enhanced DBS check. Adviza supports equal opportunities in employment and is a positive about disabilities employer. Every disabled candidate who meets the minimum criteria will be offered an interview. The minimum criteria can be found on the relevant person specification in the application pack.

**Our Benefits:**

Adviza offers a competitive benefits package including 28 days annual leave which increases with service, flexible working arrangements and a commitment to employee learning and development.

**Adviza (Charity No. 1132201) has been named in the Sunday Times Top 100 Best Not-For-Profit Organisations to Work For list for the last three years**

