

**act:onaid**

Changing the world  
with women and girls

# Job Description:

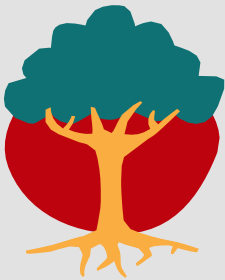
## Cross Organisational Projects Manager



Suya, Eva and Hellen, are members of the Loketa Women's and Girls Centre in the Imvepi refugee settlement, Uganda. The trio work as a voice for women in their community.

# Thank you for your interest in learning more about positions at ActionAid UK.

ActionAid UK is an independent charity and member of Action Aid International, a global federation working for a world free from poverty and injustice. ActionAid UK focuses on women and girls because the denial of their rights is a grave injustice and one of the principal underlying causes of poverty worldwide.



## Our vision

We believe in the individual and collective power of women and girls to create a just and fair world. A world imagined by social movements, particularly feminist and indigenous movements, centred around the care and wellbeing of people and the planet. A world in which women and girls, in all their diversity, can achieve their goals, fulfil their rights and define their future.

We are looking for employees who share our passion to fight gender inequality and will ensure women, girls and their movements are at the heart of our work. You would be joining at an exciting time as we launch a new 2025-2028 strategy which sets out our vision, mission and approach, implemented through the four strategic goals below.



Equity is central to our mission and values: we recognise and address disparities based on socioeconomics, gender, sex, age, sexual orientation, faith, race, ethnicity and disability. We particularly welcome applications from people of colour, individuals from working class backgrounds, with disabilities, and experience of working with women's rights organisations or movements in Africa, Asia and Latin America, to enrich the diversity.

# About ActionAid

ActionAid UK is a member of the ActionAid Federation, a federation of 43 national organisations with a presence in 71 countries worldwide. Globally, we want to see a system that is fair and just for all, that starts from a foundation of human rights, peace and security, balance with the rights of the natural world.

In the UK, our primary role is to raise funds to support the work of Federation members who work with over 3,000 partner organisations including social movements, youth networks and women's rights organisations to tackle inequality and injustice in their communities.

While a lot of ActionAid UK's work is supporting the Federation's humanitarian and development work through raising much needed funding, this isn't the whole story. We also tackle the root causes of global inequality and injustice by influencing UK Government commitments and policies on a range of interlinked issues including climate justice, decent and dignified work, fair public services, peace and security and an end to violence against women and girls. For more information, please find our [latest annual report here](#).



The team behind ActionAid's Girl-led Research Project spending time together.

## Operational / External Title: Cross Organisational Projects Manager

Role Title:	Cross Organisational Projects Manager
Date of JD Review:	May 2026
Department:	Impact and Innovation
Team:	Projects and Planning
Tenure:	Full time-Permanent
Band & Range:	Band D
Location:	London or Chard-Somerset, Hybrid
Reports to:	Head of Projects and Planning
DBS check required:	No
Role requires travel:	No
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
Does This role International require Travel:	No

**Internal Key Contacts:** Various Stakeholders across the organisation. Project Sponsors (ELT, CEO Office, Deputy Directors Deputy, Heads of Team, Team Managers). Subject matter and technical experts across departmental teams. Antiracist Decolonisation Lead/s, Transformation Lead, Internal Comms Lead & Data Protection Officer

**External Key Contacts:** Primary contact for all relevant external stakeholder relationships

## **Purpose Of the Role:**

The Projects and Planning team manages the organisational planning process and oversight of all strategic projects across the organisation. The Cross Organisational Projects Manager role will sit within Projects and Planning and provide a dedicated project management resource to identified key projects according to strategic priority. This role will primarily focus on internal projects. This role will provide additional resilience to AAUK and enable the organisation to flex the level of support it provides to transformation projects across the organization in line with our commitment to decolonise our systems and processes.

## **Main Accountabilities:**

### **Team Working**

- Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct).
- To undertake any other duties, appropriate to the level in accordance with agreed procedures and guidelines.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning.

### **Project Management and Oversight**

- Undertake end-to-end project management of key strategic cross organisational projects. This includes, but is not limited to- Brand Identity, Transform, Review of AAUK Comms Delegation in Humanitarian Emergencies. The role will also support other high priority projects, where identified and capacity allows.
- Develop and monitor project documentation, plans and associated risk registers, and then refine as required.
- Develop and manage key performance indicators and project quality assurance for the deliverables and their timely delivery
- Make recommendations, based on data and insight, where there is a need to change project scope, resource, and schedules to deliver the most effective project outcomes
- Ensure project tracking is properly implemented through progress reporting, delivered on schedule. within budget and provide early escalation to stakeholders as issues arise
- Lead on internal communications, including regular steering group, project team and all-staff updates relating to each project
- Lead project evaluations at each agreed stage of delivery, in order that outcomes, results and learning are documented and applied to deliver continuous improvement.

- Role model our Feminist Project Management processes and tools to ensure that projects are documented consistently and run in accordance with our Feminist Principles.

### **Stakeholder Management**

- Develop and own Roles, Responsibilities and Decision-Making tools for each project and ensure they are delivered effectively.
- Engage all relevant parties and ensure that they understand, and are equipped, to deliver their role and commitment to the project.
- Develop and maintain on-going, effective relationships with all stakeholders and project partners – internal as well as external – throughout the project.
- Manage external stakeholder relationships to ensure delivery on budget, on time and to the agreed scope and quality
- Act as the primary point of contact for external implementation partners.

### **Project Training & Support**

- Where capacity allows, support the Head of Projects and Planning in implementing the Feminist Project Management training programme at ActionAid UK
- Where capacity allows and as needed, provide short-term support and guidance to other colleagues who are managing projects

## **EXPERIENCE, KNOWLEDGE & EXPERTISE**

### **Essential Criteria:**

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Commitment to AAUK's Data Protection & Processing Policy and ability to comply with Data protection legislation and best practice in data management and processing.
- Demonstrable strong core project management experience and skills, including project team coordination and activation

- Capable of working through complex problems and on multiple projects and activities concurrently.
- Understanding of fundraising and communication in the context of International Development and in line with ActionAid UK's commitment to decolonisation
- Strong analytical and critical thinking skills.
- Strong written and verbal communication skills, including the ability to facilitate workshops, present to a wide range of stakeholders, lead project meetings and reporting.
- Excellent interpersonal skills at all levels and with technical and non-technical audiences and understanding their different needs
- Numerate and data literate. Excellent Information and Communications Technology skills (e.g. MS Word, Excel, PowerPoint)
- Proven experience of working with a wide variety of stakeholders (internally and externally) to successfully deliver complex projects.
- Ability to influence and negotiate with others in a way that results in buy-in to changes and helps people move toward a common vision or goal.
- Ability to work autonomously, to organise time and resources effectively, and to prioritise work to a high level of detail.
- Able to demonstrate a self-motivated attitude to work, and possess proactive, tenacious, and resilient qualities

#### **Desirable Criteria:**

- Experience of living and working in the "Global South", especially regions where we are funding programmes & projects
- Experience of leading change initiatives for an INGO
- Prince 2 or a recognised Project Management qualification
- Working within a Federated organisational structure with country partners

[Click here for 'My Feminist Behaviours'](#)

This role profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated accordingly in line with organisational needs.

**ActionAid**  
33-39 Bowling Green Lane  
London EC1R 0BJ

[actionaid.org.uk](https://www.actionaid.org.uk)

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