

Company	Duchenne UK
Job Title:	Project Manager
Term:	Full time
Reporting to:	Head of Technology
Salary range:	£45,000 – 50,000 pa
Location:	Duchenne UK offices, Shepherd's Bush, London.
Key dates:	Deadline for applications: End of play 14 <sup>th</sup> July 2023 Interviews on a rolling basis Preferred Start Date: August/September 2023

---

### **Background**

An exciting role has come up to join our team as a **Project Manager** and to play a key role in helping Duchenne UK (DUK) further its work to find transformative treatments and technologies for Duchenne Muscular Dystrophy (DMD).

DMD is a muscle wasting disease and is the most common genetic killer of children worldwide. There are limited treatment options and no cure. In the UK, there are around 2,500 boys affected and around 300,000 worldwide.

As the UK leading DMD medical research charity, we've committed £17M to date to the fight against DMD. We're funding ground-breaking research projects to find more effective therapies for DMD and to drive innovative technologies to improve quality of life of people living with DMD.

### **Job Purpose**

The Project Manager will have a strong project management and delivery background, ideally in the health/assistive technology sector, and report to the Head of Technology, with ultimate accountability to the Director of Research.

The role's core responsibility will be to coordinate, manage and deliver successful outcomes on our technology development programme, of which there are currently two projects in progress. Each project seeks to develop an assistive product to deliver quality of life benefits to people living with DMD, and each has multiple technological, clinical, engineering and design, business and marketing, and end user points of input, which will all need to be well understood and managed by the Project Manager. Both projects involve close collaboration with other external organisations, including academic and industry partners.

The Project Manager will work with all external partners and the DUK team to ensure engagement on technology projects and effective delivery, across all the expected outputs and outcomes. The Project Manager will also engage the DMD patient community and other potential users of the products being developed.

### **Job Description:**

#### **Main duties and responsibilities**

##### ***Project management, coordination and governance***

- Manage and coordinate project delivery, including monitoring and reporting of progress according to agreed timelines and deliverables, to ensure project delivery on time and budget.
- Manage project budgets and finances, including reviewing and submitting invoices and monitoring project expenditure.
- Develop and maintain, as relevant, processes for effective project management, monitoring and tracking.
- Undertake regular evaluation and review of project outputs and outcomes, with support from partners, Technology Advisory Board, and all stakeholders.
- Identify delivery partners for specific project activities. Support due diligence processes for selection and contracting of new partners.
- Support governance activities, including preparing reports and other data.
- Support business case development for product commercialisation, partnerships and investment.
- Coordinate and plan steering committee meetings, project advisory board member meetings, and any other project meetings, including responsibility for the preparation of materials/follow-up activities.

##### ***External stakeholder engagement***

- Build and manage relationships with project partners and maintain regular communication throughout the project life cycle.
- Coordinate key project updates and discussions between project partners.
- Act as the first point of contact for project partners and other external delivery partners.



- Work with the Head of Technology to develop and implement outreach and engagement activities in the DMD patient and wider user community to inform project activities.

### ***Communication and interdependencies***

- Ensure operational excellence in the delivery of all project activities through timely and effective communication with all internal and external stakeholders.
- Provide regular project and activity updates to the Head of Technology by maintaining effective lines of communication.
- Work closely with the Head of Technology to identify potential roadblocks or challenges to successful project delivery, including potential impacts on budgets and timings.
- Support the development of new project opportunities through assisting with the planning of scope, outputs, budget and project plans.
- Support the wider DUK team to develop relationships with prospective funders and partners to increase available funding and ensure access to a diverse range of skills and knowledge to support the development work.
- Work closely with the DUK communications team to support promotion of projects through comms and marketing campaigns, development and dissemination of case studies and success stories, and development and maintenance of online information.

### ***Other key responsibilities***

- Collate, overlook and manage multiple multi-faceted project deliverables.
- Support the planning, coordination and delivery of project events e.g. conferences, training & workshops.
- Provide general project admin support (e.g. arrange meetings, both internal and external, prepare agendas and take minutes).
- Support the collection of information and data for the purpose of reporting, comms and marketing and impact.

### **Qualifications and experience**

#### **Required:**

- A relevant degree (engineering or design would be highly preferable, but not essential).
- A track record of successful management & delivery, in the context of highly technological product design projects and/or large R&D programmes, involving multiple organisations.
- Experience of liaising with senior individuals in a variety of organisations with an ability to create favourable working relationships.

#### **Desirable:**

- Research and development experience, gained in the health tech design/bio tech/mobility design/manufacturing industry, is highly desirable.
- Project management qualification (e.g. PRINCE 2).
- Knowledge of the charity sector.
- Experience of working with contract manufacturing organisations.

**Key skills for the role:**

- Exceptional organisational skills, including attention to detail and record keeping.
- Outgoing with excellent interpersonal and communication skills both written and verbal.
- Proactive, self-motivated, flexible and enthusiastic team player who can also work independently contributing to the development of a positive, can-do culture.
- Confidence and diplomacy when dealing with stakeholders with diverse levels of experience and seniority.
- Ability to work under pressure to tight deadlines.

**Other Requirements:**

- Occasional working outside of office hours for key events and activities.
- Occasional travel may be required.
- Undertaking any other duties which are required and are commensurate with the role of Project Manager.

**Working for Duchenne UK:**

*Duchenne UK is a small, friendly and family focussed organisation. We are led by two parents of boys who live with Duchenne muscular dystrophy, giving employees a very strong feeling of contribution to our mission.*

*Duchenne UK prioritises team building and wellness through an annual offsite Team Away Day and an annual offsite Wellness Day, alongside social activity throughout the year.*

*We operate a hybrid working week, to balance our team-based culture with a positive home-life. In the summer months of July and August, staff benefit from 'Summer Fridays', allowing them to log off at lunchtime on a Friday (pro rata'd for part time staff) and enjoy the long summer weekends.*

**Apply for this role:**

Please send your CV and cover letter (max 1 page) to [dala@duchenneuk.org](mailto:dala@duchenneuk.org) by EOP Friday 14 July 2023.