Agile Project Manager

Context

The Project Management Office (PMO) is a dedicated centre of excellence in project management, committed to strengthening CAP's essential work across the UK. Our team supports the organisation by working with key stakeholders to identify and prioritise initiatives across the charity to ensure best use of our resources, as well as by managing and delivering initiatives that best advance CAP's mission and strategic goals. We champion agile methodologies, lead development and innovation projects, and empower other teams within CAP to grow in these areas as well.

Purpose

The Agile Project Manager reports to the Senior Project Management Office Lead. They will coordinate and oversee activities across multiple projects, acting as a central point of collaboration, aligning efforts across various teams and managing dependencies. This role requires strong leadership, organisational, and communication skills to deliver high-quality results on time and within budget. The role works alongside the Agile Delivery Manager and supports the facilitation of cross-functional collaboration.

Passion

We are passionate about developing insight that changes conversations, executing strategies that change clients' lives and delivering ideas that change the future of CAP.

Role:

Accountabilities:

Project Planning and Integration

- Develop and maintain comprehensive integrated programme plans that include activities across multiple teams.

- Develop and maintain comprehensive project plans to meet agreed expectations around timescale, scope, quality and costs.

- Coordinate with stakeholders to identify dependencies, risks, and opportunities across projects.

- Create and maintain project risk and issues logs and actively resolve issues or escalate them as necessary.

- Collaborate with the Agile Delivery Manager to ensure Agile ceremonies and processes support overall project goals.

Stakeholder Engagement

- Produce and deliver accurate project updates and status reports (including milestone tracking, risk management strategies, and key metrics) at a frequency and depth that meets the needs of project stakeholders.

- Clearly communicate project goals, progress, and changes to stakeholders.

- Act as the primary liaison between technical teams and non-technical stakeholders.

- Take the lead on engaging with Product Owners, Business Analysts, and other stakeholders to ensure alignment on deliverables and timelines.

- Manage third-party suppliers and vendors to ensure quality deliverables.

Agile Leadership

- Champion agile ways of working across the organisation, ensuring project delivery adheres to Agile practices and Principles.

- Foster a culture of collaboration and continuous improvement within project teams.

- Work closely with the Agile Delivery Manager to monitor team velocity and capacity, to refine and optimise delivery schedules.

Delivery Management

- Ensure projects meet agreed quality, time, cost and scope constraints.

- Proactively manage changes to project scope and timelines.

- Coordinate and facilitate workshops, meetings, and team discussions to drive project progress.

Measurable Outputs:

- Successfully deliver projects to agreed timescale and accuracy
- Deliver agreed stakeholder satisfaction levels
- Cross organisational project identification, monitoring and governance

Culture:

- Clearly live out and embrace the cultural values of CAP.
- Clearly demonstrate a heart and passion for the charity.
- Sincere acceptance, understanding and practice of the Christian ethos and purpose of the charity.

Other responsibilities include:

- Being willing to pray with staff and fully engaged with our Christ-centered culture.
- Encouraging friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives.
- Attendance at annual CAP staff conferences.
- Completing all compulsory CAP training within given timescales.
- This role falls within the scope of the FCA's conduct rules, and you will be provided with training as to how these apply to the role. It is your responsibility to ensure that you follow these conduct rules.

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment. It may change from time to time to reflect changing circumstances.

Person:

Education:

- Degree level or equivalent vocational training
- Relevant qualification in project management (e.g. PRINCE2, Agile practitioner, LEAN)

Experience:

Essential:

At least 3 years of experience managing and delivering projects within an agile framework.

Proven ability to create and manage complex project plans integrating multiple activities.

Strong stakeholder management skills, with the ability to build trust and rapport across diverse teams.

Experience with risk management and issue resolution.

Familiarity with technology projects, including an understanding of software development processes.

Desirable:

Formal training or certification in Agile methodologies (e.g., Agile Practitioner, SAFe, Scrum).

Experience in using project management tools such as Jira, Trello, or MS Project.

Knowledge of IT infrastructure and system integration.

Key Skills:

Excellent organizational and multitasking abilities.

Strong analytical and problem-solving skills.

Outstanding written and verbal communication skills.

Ability to manage competing priorities and remain calm under pressure.

Proactive mindset with a focus on achieving outcomes.

Competence in engaging and managing external vendors and suppliers.

Culture and Values:

Commitment to fostering a collaborative and inclusive environment.

Demonstrated passion for delivering value through technology and innovation.

Open to learning and continuous professional development.

June 2025