
Job Title:	IT Project Manager – Microsoft Dynamics
Reports to:	Director of Finance & Operations IS Manager (for the MS Dynamics CRM Project)
Location:	Flexible – access to Oxford preferable
Hours:	25 – 35 Hours – fixed term 18 months
Salary:	£55,000 FTE (depending on experience)

Background:

At the core of RABI's mission is the commitment to address the individual needs of farming people. We offer one-to-one, expert support, advice and guidance, tailored to the individual circumstances of the farming person.

You will be part of a wider Finance and Operations team responsible for the planning, implementation, and execution of Microsoft Dynamics and related projects within our charity, to support the long-term delivery of services across the farming community within England, Wales & Northern Ireland.

You will possess strong leadership skills, extensive knowledge of Microsoft Dynamics along with integration into 3rd party software solutions, our social and wider digital platforms for delivery of access to our farming community and partner organisations. You will understand integration of reporting tools, ideally based on social impact reporting, along with delivery via data warehouses and Microsoft reporting technology such as Power BI.

In addition, you will be responsible for the scoping and integration of our Microsoft Dynamics solution into digital platforms, such as the RABI website and associated portals for our service users, volunteers and partner organisations.

Key responsibilities:

- **Project Leadership:** Drive planning, execution, and delivery of Microsoft Dynamics CRM projects within set timelines and budgets, employing Agile methodologies and delivery sprints.
- **Project Management:** Develop comprehensive project plans, schedules, and budgets to track progress, ensuring adherence to milestones.
- **Resource Allocation:** Efficiently allocate resources, including personnel, equipment, and materials, to support project activities and meet requirements.



- **Risk Management:** Monitor project progress, identify risks and issues, and implement strategies to minimize disruptions and delays.
- **Cross-functional Collaboration:** Coordinate with cross-functional teams and third-party partners to ensure alignment and collaboration throughout the project lifecycle.
- **Stakeholder Communication:** Regularly communicate project status, updates, and issues to stakeholders and executive leadership through meetings, reports, and presentations.
- **Post-project Evaluation:** Conduct post-project reviews to evaluate outcomes, identify lessons learned, and implement process improvements.
- **Project Management Framework:** Provide guidance and leadership in developing and implementing a project management framework to support the charity's strategic objectives.
- **Social Impact Reporting Integration:** Collaborate with the RABI Service Delivery team and third-party consultants to project manage the integration of social impact reporting into Microsoft Dynamics. Support will be given to Project Manager to develop knowledge in this area.
- **Digital Platform Integration:** Lead the relationship with stakeholders and digital delivery partners for scoping, planning, and delivering integrated portals and digital platforms into Microsoft Dynamics.

Person Specification:

Essential:

- Experience in Microsoft Dynamics CRM.
- Proven track record of at least three full lifecycles of CRM implementations.
- Integration experience with third-party applications and digital platforms.
- Proficiency in integrating reporting platforms, particularly with Microsoft Power BI.
- Successful track record in delivering large-scale projects on time and within budget.
- Strong leadership skills to motivate cross-functional teams.
- Excellent communication skills to convey technical concepts to non-technical stakeholders.
- Exceptional problem-solving abilities with a focus on driving results.
- Familiarity with Agile or other iterative project management methodologies.
- Experience in managing organizational change during large-scale IT projects.

Desirable:

- Experience in the UK charity sector.
- Familiarity with Microsoft Dynamics Fundraising & Engagement and Microsoft Cloud for Non-Profit.
- Industry-recognized project management qualifications (e.g., AgilePM or PRINCE2 Agile).
- Full UK driving license.

This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI



Early applications are encouraged for this position as shortlisting and interviews will take place on a rolling basis. We reserve the right to close this advertisement early if we receive a suitable application prior to the deadline.

RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.