

## ***Pathway Fund is hiring a Project Manager to help build our new Fund***

[Pathway Fund](#) is a social investment wholesaler aiming to catalyse opportunities for Black and Minoritised communities across England. We are a new, Black and Minoritised-led, initiative that does three things: invests and subsidizes enterprise and fund setup, asset acquisition, and thought leadership.

We are running a comprehensive two-year setup process and seek a project manager to help drive this process. You will be joining a new and supportive start-up environment and play a key role within our emerging infrastructure.

### **About the Pathway Fund**

Launched in 2022, Pathway is a new wholesaler in the social investment sector. It is the only wholesaler in the UK that is focused on racial equity, set up in partnership by Voice4Change England, Black Global Trust, and The Social Investment Consultancy. Our vision is one whereby the impact investing sector helps to achieve racial justice.

The core leadership team comprises of Dilys Winterkorn, Pathway Project Director and a philanthropy strategist and advisor, and Pathway's joint-founders and Executive Directors, Kunle Olulode MBE, Director at Voice4Change England, Stephen Bediako OBE, Founder and Director of Black Global Trust, and Bonnie Chiu, Managing Director of The Social Investment Consultancy. All thought-leaders in their respective fields, and the team is further supported by a diverse and experienced advisory board.

### **About the role**

The Project Manager will join a small team and growing fund, housed within Voice4Change-England, and the benefit of its infrastructure. We need a Project Manager who thrives in taking the lead and driving projects from start to end and will be responsible for day-to-day delivery of projects. Projects include roundtable events and seminars, conferences; membership events; stakeholder stewardship; and in areas of organisational development.

### **Essential Experience**

- **Project Management** – project management experience, with a track record of managing multiple projects and associated staff consistently on time, quality, and budget.
- **Business Development** – we hope you will have good ‘commercial instincts’ - we’re a small team, you will be with the Project Director in meetings with significant and existing stakeholders. You can read a room, find common ground with and feel confident in assisting our Project Director with angles for collaboration and the business engagement tools required to bring new partners onboard with Pathway’s journey.
- **Strategy and Planning** – As a recently formed entity, we operate in a fluid environment. The positive thing is that we are now short both of interest in our work, not business needs to capitalise on them! Therefore, we will require that you have the ability to develop project strategies and plans to deliver against work streams, combined with the flexibility to alter your focus to align with the needs of the Fund.
- **Systems and Processes Development** – We are building our internal systems. We know what ‘good’ feels like, but we are not prescriptive over what systems we use to make ‘good’ happen. You can help shape this, creating ways of working and information sharing that maximise our team’s time, energies and outputs.

- **Diverse Client Management** – Ability to manage and maintain relationships with workers, employers, partners, and stakeholders from all walks of life. You're a key member of our team and we will afford you the benefit of working with a wide variety of talented, industrious and engaged Pathway Stakeholders. We want you to relish this!
- **Team Engagement** – We work hard, talk straight and seek to draw the best that each of us has to offer. We're also polite, positively encouraging of each other and conscientious and respectful of our talents, value add, and also calls on our lives outside of work. Be you, be kind and thoughtful, and together we will build the Pathway culture we seek.
- **Constructive Leadership** – You will spot room for improvements and will feel confident to outline, from a positive perspective, how we can be ever better. And, we will listen to you.
- **Written Communications** – Words are powerful. Good graphics tell a strong story too. You'll feel confident documenting how stakeholders can support Pathway. Moreover, why is it of essential value that they do.

### Desirable

- **Experience with social investment** – Familiarity with the social investment sector, the trends, patterns, how social investment in the UK works, and enthusiasm for the current trends around the Adebowale Commission, and making the sector more inclusive.
- **Experience working in a startup** – Experience in setting up new systems, ways of working, and in organisational development.

### Responsibilities

- Reporting to and supporting the Project Director
- Project planning and delivery in collaboration with partners
- Supporting the recruitment, management, and growth of Pathway Fund
- Supervising schedules, budgets, deliverables, and milestones
- Initiate the project, check feasibility and work out budgets, teams and resources
- Manage the project, which includes coordinating the project team to keep them on track and keeping the project on budget
- Support monitoring and control activities to track the progress of the project.

### Remuneration

- Competitive pay (GBP 38,000 - 42,000, Full Time Equivalent)
- Benefits (healthcare, paid time off, flexible working, employee pension).
- Laptop, phone and supporting tech.

### Location:

- Remote working with occasional days in Voice4Change-England's London office in Kentish Town.

### How to apply:

Please send a covering letter about your experience in relation to this role and your CV to [pathway@voice4change-england.co.uk](mailto:pathway@voice4change-england.co.uk). If you wish to speak to someone about this role, please email us. Applications must be received no later than 5:00 PM on Tuesday 21st February, with interviews taking place the week commencing Monday 27th February 2023. We are reviewing applications on a rolling basis.