



Job description

Job title:	Project Manager
Type of employment:	Fixed term contract (to end 30 th September 2027)
Location:	Hybrid. At least one day a week in the London office.
Reporting to:	Head of department
Direct reports:	Project Officer/s
Salary:	£41 – 46K per annum

Background

We are RCVS Knowledge, a charity with a mission to advance the quality of veterinary care for the benefit of animals, the public and society. We empower and support veterinary teams to provide evidence-based, quality care and improved animal health and welfare outcomes.

Our **vision** is for healthier animals, people and planet.

Our **mission** is to advance the quality of veterinary care for the benefit of animals, the public, and society.

Our **purpose** is to empower and support veterinary teams to provide evidence-based, quality care and improved animal health and welfare outcomes.

Our strength is in working together with veterinary teams, animal owners and all those involved in animal health to advance the quality of veterinary care.

We are the charity partner of the Royal College of Veterinary Surgeons (RCVS).

This role reflects our [organisational values](#): integrity, collaboration, ambition, inclusion and empowerment.

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RCVS Knowledge is a registered Charity No. 230886. Registered as a Company limited by guarantee in England and Wales No. 598443.

Job purpose

We are seeking a collaborative and experienced Project Manager with an applied understanding of quality improvement and evidence-based methodologies. This is a hands-on role for a team-player who combines project management with direct delivery. Our programme portfolio spans contextualised care, national audits, registries, antimicrobial stewardship and sustainability.

You will play a crucial role in delivering this portfolio, coordinating partners, ensuring high-quality outputs and supporting the development of new resources, research and sector-facing activities. You will provide team management whilst ensuring the smooth running of complex workstreams, from planning through to evaluation.

Key responsibilities

Integration & Improvement

- Contribute to the development of and delivery of processes and shared frameworks and a joined-up approach across key RCVS Knowledge initiatives relating to improving quality.
- Support implementation of monitoring, evaluation, and learning (MEL/MEAL) mechanisms to assess programme outcomes.
- Manage procurement, negotiation, and delivery of work with external partners and contractors.
- Explore innovative approaches to income generation and contribute to funding applications that align with our charitable purpose.

2. Project Management & Delivery

- Manage planning, coordination, and delivery of assigned projects, including Contextualised Care, auditing and registries (National Neutering Audit, and Canine Cruciate Registry), Quality Improvement, antimicrobial stewardship, One Health and sustainability.
- Develop, manage and maintain project documentation, including project initiation documents, project plans, schedules, risk and issue log and resource plans, to ensure efficient and timely project delivery.
- Manage day-to-day operations of project delivery, working with internal and external contributors, technical suppliers, and partners.
- Ensure projects are delivered within scope, time, and quality expectations, escalating challenges appropriately.

3. Research & Evidence

- Support study design, data interpretation and analysis to ensure the quality and credibility of outputs and ensure methodologies are robust, evidence-based and aligned with project needs
- Lead the preparation of reports and summaries
- Support the clinical lead on stakeholder resources, literature searches (and other evidence gathering), ethical approval, peer-reviewed publications, and research quality and integrity assurance processes.

4. Stakeholder & Partnership Support

- Coordinate engagement with veterinary professionals, practices, researchers, and sector partners.
- Support advisory groups, steering groups, and collaborative networks.
- Work with the communications and marketing team to draft communications, updates, and briefing materials for internal and external audiences.

5. Line Management

- Provide line management to project officer(s), and support to other team members as appropriate.
- Promote a supportive, inclusive, and high-performance team culture.

6. Organisational Contribution

- Work closely with the head of department on programme development, impact tracking, and strategic alignment.
- Prepare reporting for governance committees, senior leadership, and external partners.
- Contribute to cross-functional working groups and organisational projects.
- Support fundraising activities, including stakeholder management, planning approaches, building organisational knowledge, drafting sections of grant applications or supporting evidence for external bids.

7. Other

- Contribute to the wider activities of RCVS Knowledge as appropriate.
- Undertake any other duties commensurate with the objectives of the post.

Person Specification

Essential

- Proven experience in project management managing complex projects with multiple stakeholders.
- Applied understanding of quality improvement and evidence-based methodologies.
- Experience working with data, clinical audits, or research processes.
- Demonstrable line management or supervisory experience.
- Strong organisational and planning skills, with the ability to manage competing priorities.
- Experience in veterinary or human healthcare, research, clinical audit, or clinical registry environments.
- Excellent communication and interpersonal skills, able to work well within a team and alongside clinicians, researchers, and external partners.
- Strong analytical and problem-solving skills.
- Ability to work independently while contributing to a collaborative team environment.
- Commitment to equality, diversity, and inclusion.
- Demonstrated integrity and professionalism in all aspects of work.

Desirable

- A master's degree (or equivalent) with a research component in veterinary medicine/science, veterinary nursing, Quality Improvement, behaviour change, or a related discipline.
- Experience supporting or contributing to fundraising, grant writing, or income generation activities.
- Experience developing or evaluating programme outcomes, MEL frameworks, or impact reporting.