

## Job Description: Project Manager

**Duration:** 3 month FTC (April – July 2026)

**Hours:** 14 hours/ 2 days per week

**Location:** Remote (UK based)

**Salary:** up to £38,578 per annum (up to £15,431 actual salary)

**Reporting to:** Managing Director

### Purpose of the job

Working alongside the Managing Director, you will play a key role in supporting the running of the BDD Foundation while leading on key projects during this three month cover period. The primary focus of this role will be to oversee and manage the [Overcoming BDD Programme](#) (OBP), ensuring effective delivery, volunteer support and supervision, and a high quality, compassionate experience for all participants.

In addition to the Overcoming BDD Programme, you will provide project management support across other core initiatives, including the Schools Project, Conference planning, and any additional projects that form part of the charity's priorities during this period. You will work collaboratively with the team to maintain operational efficiency, uphold the charity's values, and contribute to activities that extend our impact and support the BDD community.

This role also involves HR responsibilities, including overseeing the full employee life cycle of staff and volunteers, reviewing and updating charity policies, and managing any people or volunteer related queries or concerns. Knowledge and understanding of HR processes is desirable, but not essential - this can be discussed at interview or offer stage should it not already be part of your skillset.

### Who are we

The BDD Foundation is the only charity in the world dedicated solely to raising awareness of and reducing the suffering caused by Body Dysmorphic Disorder (BDD). Although we are a small organisation, our impact is far reaching. Our work is built around three core pillars: Awareness, Information, and Support. BDD is a serious and often misunderstood condition that can have a profound impact on people's lives. We are dedicated to providing understanding, resources, and compassionate support to ensure that no one faces BDD alone. With the right help, recovery is possible.

[Our values](#) guide everything we do. We inspire **hope** by showing that recovery can be achieved. We build **community** by creating a supportive, inclusive environment shaped by those with lived experience. We act with **compassion**, approaching our work with empathy and understanding. We remain **dedicated** to raising awareness, improving support, and driving meaningful change. And we are **pioneering** in our efforts to champion innovative research and treatment to create a better future for everyone affected by BDD.

## Key Responsibilities

### Overcoming BDD Project Management

Management of programme and participants:

- **Recruitment:** Manage the waitlist for the 20 week Overcoming BDD Programme, responding to and advising individuals who enquire about the programme. Support communications around the programme by creating clear and engaging copy for the website and/or newsletter, including updates about availability and start dates.
- **Expressions of interest:** Send out expression of interest forms to all on the waiting list 6-8 weeks ahead of the next programme start date.
- **Screening calls:** Arrange 1 hour screening calls with individuals who have expressed interest, establishing presentation of BDD, motivation to change, and any potential risk/safeguarding concerns.
- **Registration:** Disseminate Participant Packs and baseline outcome measure surveys, confirming completion and receipt, cross-checking deposit payments.
- **Weekly communication:** Email all participants on a weekly basis to provide Module materials, Zoom link and quarterly survey links. Check in with participants who are beginning to disengage from the programme, encourage participation and establish their intentions to continue. Manage emails from participants with queries about the programme or content.
- **Outcome measures:** Create and disseminate quarterly participant surveys using the chosen platform to track progress and evaluate the effectiveness of the Overcoming BDD Programme. Review and collate responses, entering scores into the central spreadsheet for ongoing monitoring and future analysis.
- **Evaluation:** Collate survey results and qualitative feedback during and after the programme. Create and disseminate participant personal progress graphs at the end of each cycle of the programme.
- **Module content updates:** Based on feedback from facilitators and participants, continually update the programme's module content. Where appropriate, involve Dr Rob Willson or the Managing Director to approve suggested changes.

Management of facilitators:

- **Recruitment:** Create volunteer facilitator role advert in collaboration with the central operations team, manage applications, shortlist and arrange interviews.
- **Training:** Develop and deliver Facilitation Training session. Organise and co-deliver BDD and CBT principles training with experienced clinicians and trustees of the BDD Foundation.
- **Onboarding:** Arrange DBS Checks, reference requests, volunteer agreement paperwork and WhatsApp group.
- **Rota management:** Manage volunteer rotas, organising consistent cover across the programme throughout the full 20 week programme, ensuring there is always a Lead

Facilitator and Co-Facilitator on each session, with a commitment to support with facilitation where required.

- **Weekly communication:** Communicate with facilitators regarding upcoming content, updates on participant queries, rota cover, receive and follow up on Lead Facilitator briefing form. Respond to any risk alerts shared by lead facilitators.
- **Monthly supervision:** Deliver quarterly group supervisions with facilitators, answering questions, checking in on progress and delivery, recapping module content, troubleshooting any issues and responding to requests for support.

## Other Project Management

In addition to overseeing the Overcoming BDD Programme, this role will provide project management support across the wider charity, ensuring smooth delivery of key initiatives during the cover period. This includes, but is not limited to:

- **Conference planning:** Assist with the coordination and delivery of the charity's 2026 conference, including logistics, scheduling, and stakeholder communication.
- **Schools Project:** Support the planning, updates and implementation of our school outreach initiative, liaising with schools, staff, and volunteers.
- **Beating BDD Podcast:** Guest coordination and introductions. Offering debrief support where required.
- **Compliance checks:** Support processes such as DBS checks and other safeguarding requirements for staff and volunteers.
- **Project coordination:** Provide administrative and logistical support for other ongoing or ad-hoc projects across the charity, ensuring deadlines are met and objectives achieved.

## Person Specification: Project Manager

### Experience

- Experience in project management, ideally within the charity, health, or not-for-profit sector.
- Experience overseeing multiple projects or programmes simultaneously, ensuring delivery within agreed timeframes and objectives.
- Experience working with or supporting individuals experiencing distress, or managing sensitive subject matter in a compassionate and appropriate way.
- Experience coordinating or facilitating group sessions, training, meetings, or workshops.
- Experience managing sensitive or confidential information with professionalism and discretion.
- Experience supporting or mentoring staff and volunteers to achieve individual and organisational goals.
- Experience in HR or people management, including supporting recruitment, onboarding, supervision, and staff or volunteer development (desirable)
- Experience maintaining HR policies and processes (desirable)

## Knowledge, skills and understanding

- Knowledge and empathy with the needs of those experiencing BDD.
- Understanding of BDD as a condition, it's symptoms, treatment and prevalence.
- Understanding of the Overcoming BDD Programme, its aims and how its delivered.
- Excellent written and verbal communication skills.
- IT Skills to include Microsoft Outlook, Excel, Word, SharePoint, Canva and WordPress.
- Ability to develop, maintain and review systems to improve efficiency and streamline process.
- Good time management and organisation skills.
- Knowledge of safeguarding principles and procedures.
- Knowledge of GDPR and confidentiality.
- Knowledge and understanding of HR processes (desirable).

## Personal qualities

- Pro-active and self-motivated
- Collaborative and supportive, fostering positive working relationships
- Strong communicator, skilled in clear, respectful, and timely communication
- Committed to the charity's values, with a genuine passion for raising awareness, supporting others, and driving meaningful change
- Solution-focused, able to manage competing priorities
- Enthusiastic with high level of initiative
- A flexible approach, open minded
- Process driven with a methodical approach

*Whilst it is not a requirement of the post, we strongly encourage those with lived experience of BDD, caring for someone with BDD or related conditions to apply for this post.*

This post is subject to receipt of satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

BDD Foundation is an Equal Opportunity employer, and we would particularly welcome applications for this role from those who identify under one of the protected characteristics under the Equality Act 2010. We value the differences that a diverse workforce brings and are committed to inclusivity and to employing and supporting a diverse workforce.

If you have any questions relating to the role or would like to arrange an informal chat, please contact [gem@bddfoundation.org](mailto:gem@bddfoundation.org)