

# THE : FUTURE : LABORATORY

## JOB DESCRIPTION

### Job title:

Project Manager

### Department:

Project Management

### Reporting Structure:

Role reports to: Head of Project Management

Team Members: Project managers, client services, business development, events.

### Summary of company:

The Future Laboratory is a strategic foresight consultancy. Since 2001, we have prepared clients for the future by giving them the confidence to take the decisions today that will create transformative growth tomorrow. We have grown into an organisation with international reach, employing more than 65 people, headquartered in Spitalfields, London. The Future Laboratory has foresight at the heart of everything we do. As an organisation we are inspiring, knowledgeable, forthright, charismatic and independent. We believe what we deliver is unique and game-changing, and we are committed to being ethical, responsible and socially minded.

### Summary of department:

The role of project management forms a critical part of the agency here at The Future Laboratory. As a company that is committed to putting the client at the heart of all we do, the project management team are obsessed with understanding the needs & wants of our clients, focusing on their desired outcomes and ensuring we deliver solutions to business challenges in a way that adds value, reduces risk and helps the early identification of growth opportunities.

### Key responsibilities:

- : Managing strategy led projects from approved brief, sense checking proposals, through to delivery
- : Manage the day-to-day aspects of projects, tracking milestones and deliverables and providing constant and clear communications with clients and internal teams
- : Maintain, meet and exceed client expectations in overseeing the management and delivery of projects to budget and on time
- : Ensure the key people involved are taken along the journey and expectations are managed both internally and externally (proactive management with no surprises)

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- : Allocation of internal and external resources to complete a project
- : Work with Events team on production of events including creating timelines for assets and collateral and communicating with associated team
- : Negotiation of costs and contract agreements with suppliers, including day-to-day liaison
- : Assisting with providing a birds-eye view on resourcing over the coming 2-3 months
- : Be part of a team assessing profitability on projects on an ongoing basis, as well as once each project is completed and within quarterly reviews
- : Think beyond the project list – constantly questioning how to add value to the client, agency and team.

### Essential skills and experience:

- : Three to five years experience as a project manager in a digital, advertising, innovation, or branding agency with budgets £100K +
- : Excellent planning and scheduling skills; ability to manage and improve workflows and teams
- : Experience with project tools such as Trello, Slack, Smartsheet, Synergist
- : An enthusiastic and proactive attitude, comfortable working in a fast paced, adaptable environment
- : Highly organised and capable of managing multiple deadlines simultaneously across different time zones
- : Excellent communication skills, with the ability to interpret and judge demands from both clients and internal groups
- : An eye for detail, reliable and well organized
- : Professional attitude and a real pride in quality of work

### What we can offer you

- : Great benefits e.g. pension contribution, life assurance, dental, ride to work, season ticket, 'make your future happen' fund, early finish on Fridays, dog friendly
- : Progressive work environment with a fun and social team
- : Mentoring
- : Skills development