

# THE : FUTURE : LABORATORY

## JOB DESCRIPTION

### Job title:

Project manager

### Department:

Client development (project management)

### Reporting Structure:

Role reports to: Head of project management

Team Members: Senior project manager, resource manager, client directors, account managers, business development directors, head of marketing & marketing manager

### 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, 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.

### Key responsibilities:

- : Manage strategy-led projects from approved brief, sense checking proposals, through to delivery
- : Ensure your projects are delivered to time and on budget, always protecting the profit margin and proactively flagging scope-creep and over-burn to protect profit
- : 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 key stakeholders are taken on the journey and expectations are managed both internally and externally; proactive management with no surprises
- : Review and negotiate costs and contract agreements with suppliers
- : Create cost estimates and timings for new business proposals
- : Own administration of your projects, i.e. booking travel, setting up calls, organising logistics
- : Think beyond the project list – constantly questioning how to add value to the client and team
- : Collaborate with the resource manager to ensure projects are resourced accurately and with the right skillset
- : Support the business with internal operations, such as resourcing, financials and status reports

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- : Work with the events team on production of events including creating timelines for assets and collateral and communicating with associated team

### Essential skills and experience:

- : 3-5 years' experience as a client-facing project manager in an innovation or branding agency with budget responsibility of £75K+
- : Commercial acumen and experience working with finance & business development teams
- : Excellent planning and scheduling skills with the ability to manage and improve workflows and teams
- : Experience with project tools – Paprika experience preferred but not essential
- : 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
- : Professional attitude and a real pride in quality of work