

THE : FUTURE : LABORATORY

JOB DESCRIPTION

Job title:

Senior Project Manager

Department:

Project Management

Reporting Structure:

Role reports to: Head of Project Management

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

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 part of the client development department here at The Future Laboratory. As a company that is committed to putting the client at the heart of all we do, the client development 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.

Summary of role and responsibilities:

A senior project manager plays a pivotal role in ensuring the seamless and flawless delivery of projects to clients. The senior project manager will have mastered the art of being the calm in the storm, be able to motivate and lead diverse teams, solve complex problems, and have a deep understanding of keeping projects within scope and budget.

Senior Project Managers are the day-to-day leads on projects, both internally and with clients. The ideal candidate will be expected to manage large and small projects simultaneously. They will be able to devise the vision and approach of a project from pitch to delivery based on expectations outlined by senior clients and the business development team. They will guide and direct teams to ensure that they stay on track in the delivery of an output that meets the needs of the client. They will ensure that projects are always within scope and budget, and be able to adjust the course of action as necessary to achieve this. They

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will also be able to identify opportunities within projects for The Future Laboratory to grow its business with clients.

A senior project manager will have extensive experience as a project manager at medium to big sized agencies and have a background in advertising, brand strategy, innovation, or the interactive industry. They will have a proven track record of leading teams in successfully delivering large projects in dynamic environments under strict deadlines.

Key responsibilities:

- : Manage the day-to-day aspects of multiple projects with multi-disciplinary teams and senior clients
- : Ensure all aspects of project governance are adhered to.
- : As the primary client delivery contact, managing day to day communications, status updates and ensure that deliverables meet and or exceed client expectations. Keeping an eye on scope creep, and have the gravidas to negotiate project scope and finance details with clients.
- : Own the project plan, budget, and status ensuring team and clients know what's happening now and what is coming next.
- : Prioritise team workflow, ensure that the team has a clear understanding of the needs of the day, week and project overall
- : Ensure that all projects are delivered within budget and on time, and that projects are monitored along the way
- : Support the business with internal operations, such as resourcing, financials and status reports
- : Provide a framework and process for project teams, establish key team check-ins to ensure that all team members are in constant step with the project
- : Create costs and timings for new business proposals
- : Administer booking travel, calls, workshop venues/logistics
- : Negotiate costs and contract agreements with suppliers, includes day-to-day liaison
- : Assist with providing a birds-eye view on resourcing in the coming quarter
- : Be part of a team that assesses the profitability of projects on an ongoing basis, when a project has been completed, and within quarterly reviews
- : Facilitate closure reports and project wash-ups

Essential skills and experience:

- : Five to seven years experience as a project manager in a digital, advertising, innovation, or branding agency with budgets £250K +
- : Have managed C-suite clients across various sectors in diverse markets
- : Excellent interpersonal and communication skills, with the ability to communicate at all levels within the business
- : Deep understanding of business and commercial awareness
- : Excellent planning and scheduling skills; ability to manage and improve workflows and teams
- : Experience with planning 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

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- : 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