

THE : FUTURE : LABORATORY

JOB DESCRIPTION

Job title:

Senior project manager

Department:

Client development (project management)

Reporting Structure:

Role reports to: Head of finance

Team Members: Project director, senior project manager, resource manager, client directors, senior account managers, business development directors, business development manager, head of marketing, brand & content 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, employing more than 50 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, diverse responsible and socially minded.

Summary of role and responsibilities:

The 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 how to keep 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 they will be able to adjust the course of action as necessary to achieve this. They 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.

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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, manage daily communications, status updates and ensure that deliverables meet and exceed client expectations
- : Manage scope creep, and 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
- : Manage logistics such as booking meetings, travel, calls, workshop venues
- : Negotiate costs and contract agreements with suppliers
- : Work closely with the resource manager to correctly resource talent to projects
- : Be part of a team that delivers profitability of projects
- : Facilitate closure reports and project wash-ups

Essential skills and experience:

- : Experience as a project manager in a digital, advertising, innovation, or branding agency with budgets of £250K+
- : Ability to inspire and mentor more junior members of the team
- : C-suite client relationships across various sectors in diverse markets
- : Excellent interpersonal and communication skills
- : Ability to communicate at all levels within the business
- : Deep understanding of business and commercial awareness
- : Excellent planning and scheduling skills with ability to manage and improve workflows and teams
- : Experience with project management tools such as Paprika
- : 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