

THE : FUTURE : LABORATORY JOB DESCRIPTION

Job title:

Project Manager

Department:

Strategy

Summary of department:

The Future Laboratory is one of the world's most renowned futures consultancies. We help our clients to harness market trends, understand and adapt to emerging consumer needs, position their business for success and keep ahead of their competitors.

The strategy team's mission is to devise and apply strategies that make more people prepared for the future, more of the time.

We work with an enviable list of clients using a variety of tools and techniques that enable us to show clients future competitive advantage so they are fit for the future. In short, we show them their potential future and help them to plan for it today.

Summary of role and responsibilities:

The Future Laboratory is looking for a smart and rigorous project manager to join our growing Strategy team and play a pivotal role in ensuring the seamless and flawless delivery of projects to clients. The ideal candidate will be a natural born leader and an excellent communicator who is capable of working with internal teams and external clients. They will be an expert problem-solver, highly organised, have a strong commercial sense and be able to inspire cross-disciplinary collaboration.

Project managers are the day-to-day leads on projects, both internally and with clients. The ideal candidate will be able to partner with key leads across various departments and develop the vision and approach of a project, from pitch to delivery. They will provide clear and timely updates on the progress of projects, and understand the art of taking teams and clients on a journey through a project. They will always have their finger on the pulse of projects, ensuring that the work has been properly scoped, that the timings and costs are being tracked and spent efficiently, and that risks are raised with stakeholders at an appropriate time. The project manager will be able to juggle and help solve complex problems with a diverse group of people and skills.

The ideal candidate will have 3–4 years' experience as a project manager at either/both big/small agencies, and have a background in brand strategy, advertising, innovation or the interactive industry. Crucially, they will have a keen interest in being part of a team that delivers strategies to ensure that clients are more prepared for the future more of the time.

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Key responsibilities:

- : Manage the day-to-day aspects of projects, tracking milestones and deliverables, and provide constant and clear communications to internal teams
- : Maintain, meet and exceed client expectations in overseeing the management and timely delivery of projects that are within budget
- : Understand a project's needs and source the right stakeholders/departments at the beginning of the project. Inspire a collaborative, one-team dynamic throughout the course of the project
- : Establish appropriate client meeting schedules and key internal meetings to discuss project goals
- : Build good working relationships with internal teams and stakeholders, and develop a positive rapport with key client personnel on project-related matters
- : Ensure that key people are taken along the project journey, and that expectations are managed internally and externally – proactive management with no surprises
- : Identify resource needs and source the internal and external resources needed to complete a project – includes selecting freelancers and/or fieldwork partners where not already defined as part of the proposal
- : Where necessary, work collaboratively with strategists to identify and recruit appropriate Early Adopters on a per project basis
- : Negotiate costs and contract agreements with suppliers, includes day-to-day liaison
- : Assist with providing a birds-eye view on resourcing over the coming 2–3 months
- : Regularly monitor a project's budget and timings to ensure it is within scope and on budget
- : 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
- : Assist with project timings and costs for new business proposals and ensure that the right systems and stakeholders are updated with client conversations, etc.

Essential skills and experience:

- : Experience with mixed research methodologies – experience covering various sectors is a plus
- : Excellent interpersonal and communication skills, with the ability to communicate at all levels within the business
- : Highly organised and capable of managing multiple deadlines and stakeholders simultaneously across different time zones
- : Experience with Keynote, Excel and project management systems
- : Training gained from a project management course is a plus
- : Curious, proactive, highly organised, empathetic, ambitious, calm and friendly