

THE : FUTURE : LABORATORY JOB DESCRIPTION

Job title:

Senior 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 an experienced senior 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 have mastered the art of being the calm in the storm, be able to motivate and lead diverse teams, solve complex problems, create and implement efficient processes, 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 and will potentially manage one of our large key accounts. They will be able to devise the vision and approach of a project from pitch to delivery based on expectations outlined by senior clients. 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. The candidate must ensure that projects are always within scope and budget, and 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.

The ideal candidate will have 4–5 years' experience working as a project manager at either/both big/small agencies and have a background in brand strategy, advertising, innovation or the interactive industry. They will have a proven track record of successfully delivering large projects in dynamic environments under strict deadlines. They will thrive off driving change and have examples of processes that they have established, which have proven to improve efficiency and quality of work. 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 multiple projects with multi-disciplinary teams and senior clients
- : Able to clearly identify client expectations from the outset, clearly communicate them to teams and ensure that deliverables meet and/or exceed these expectations
- : 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
- : Devise and spearhead new processes to support an efficient flow of work throughout the company
- : Manage team resourcing, ensure that team members are working at capacity and anticipating resource needs based on potential pipeline
- : Support the business with internal operations, such as resourcing, financials and status reports
- : Proactively manage clients by providing timely updates and anticipating any issues that may arise
- : Inspire a collaborative, one-team dynamic and know when to source key stakeholders
- : 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
- : 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
- : 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 over the coming 2–3 months
- : 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:

- : 5–6 years of solid experience as a project manager in an interactive, advertising, innovation, branding agency
- : Managed senior clients across various sectors in various markets
- : Managed projects 250K+ and of a minimum duration of three months
- : Excellent interpersonal and communication skills, with the ability to communicate at all levels within the business
- : Deep understanding of business and commercials
- : Experience with mixed research methodologies – experience covering various sectors is a plus

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- : Highly organised and capable of managing multiple deadlines and stakeholders simultaneously across different time zones
- : Management of growth and development of individuals/teams
- : 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