Role Profile

Job Title: Junior Project Manager
Reporting to: Project Manager
Contract: Permanent

Job Purpose
This position plays an integral role within the Project Operations team and is responsible for project managing a number of IBC projects throughout their lifecycle. You will be an ambitious individual who is comfortable using the agreed project management methods, standards and processes for all projects identified by the Head of Projects and the Project Manager.

You will proactively seek collaboration with members of IBC to refine project plans. You will work across the teams at IBC to ensure the smooth delivery of your projects, including managing resistance where necessary as well as overseeing core elements of a project such as: budgets, timelines, project plans and roles and responsibilities. You will work directly with some of IBC’s senior stakeholders to help manage some of the company’s most interesting projects, with strong prospect to expand on your skillset.

This is an excellent opportunity for a confident individual with an Event Operations background, who is ready to take a step up in their career, whilst contributing to the development of an exciting company.

The role will include, but not be limited to:

- Ensure all projects carried out by the team are planned and executed in line with the Project Management methodology
- Work with project owners and/ or leaders to create and refine project objectives where applicable
- Create and manage project plans
- Manage agreed outcomes to a successful conclusion where applicable
- Proactively lead project groups
- Proactively facilitate and/ or lead communication of project to all stakeholders if applicable
- To highlight any issues relating to project resource or capability to project Leaders/ Owners
- Evaluate the success of projects against agreed criteria and/or objectives
- Iteratively monitor progress and sharing lessons or best practice across the team and organisation
- Carry out onsite inspections where necessary

Skills
- Proactive leadership and communication skills
- Strong influencing and persuading skills
- A broad understanding of all issues that can affect the delivery of an event or project
- A basic understanding of budgets
- A deadline driven ethos underpinned by a project management qualification
- The ability to manage conflict when necessary
- Sound time management skills, able to accurately estimate, define and maintain a realistic activity schedule
- Attention to detail

Person Specification
- An individual with project management skills and experience (desirable)
- An individual with an ability to facilitate a team of people with an unbiased agenda
- Someone who can see the bigger picture and the end goal whilst not getting bogged down in detail
• A disciplined administrator with a keen attention to detail who is able to work accurately and methodically
• A confident communicator across stakeholder boundaries
• Someone with the ability to multitask with a high, accurate work rate and output
• An effective team player with a high level of professionalism
• Fast learner and able to take on new complex tasks