



Project Manager, Form

Do you love managing complex projects, creating order in the chaos and delivering impactful results that transform businesses for the better?

Let's talk.

Our mission at Form is to equip leaders in the Digital, Creative and Technology (DCT) sector to build remarkable organisations. We're fortunate to work with 100's of companies globally to help them towards their goals.

As a team we combine generosity, clarity, trust and belief in people to leave people and places a little better than when we found them.

We're creating a role in the team that will deliver across the business, including one of the most influential projects we run, from start to finish.

About you

You are outcome focused and prepared to go above and beyond in a fast-paced environment. Your careful attention to detail and excellent organisational skills enable you to confidently manage multiple demands simultaneously.

An ambassador for improvement, you'll be passionate about what you do. Thriving on using your skills and capacity to deliver projects to a high standard while working at pace.

You take pleasure working within a collaborative team and supporting the collective to succeed. More than just a master planner, you are charismatic and approachable giving you the ability to build strong relationships with everyone you work with.

As a champion of Form needed to be a trusted 'face' of the company, you'll be able to quickly build rapport and credibility with clients and customers alike. You will be a natural communicator with a proven ability to manage multiple suppliers and genuine complexity with clarity and confidence.

The specifics:

- 3+ years project/events/client account management experience
- Self-sufficient with time management and organisation skills
- Ability to build and maintain strong relationships
- Exceptional verbal and written communication skills
- Adept at designing and supplying management information
- Able to bring order to complex situations
- Careful attention to detail while working at pace
- Self-motivated and comfortable working independently
- Ambitious to learn and actively seek out opportunities to improve your skills



The role

As a Project Manager you will be the linchpin that coordinates and leads project activities, ensuring that Form delivers the highest quality products & services.

You will own the full lifecycle of projects from initiation to completion, ensuring delivery to time, budget and quality standards. You will also provide reporting to internal stakeholders and manage the key external stakeholders.

Client management will be second nature and you'll develop long lasting and meaningful client relationships whilst ensuring the commercial success of all projects you undertake.

Fundamental to project success, you will anticipate, manage and escalate issues, risks and dependencies that may impact on the delivery of your projects. This includes reporting on progress and KPIs in a consistent and timely manner.

The role requires effective communication and management across multiple disciplines such as online/offline delivery, events, content marketing and digital development.

Responsibilities:

- Coordinate and lead the project activities
- Deliver day-to-day team support
- Establish and roll out processes that are repeatable, scalable, and accommodating to a growing business's needs
- Manage the external profile of activity, ensuring key stakeholders are consistently engaged
- Manage project suppliers ensuring maximum impact and value
- Track project spending
- Ensure consistent, accurate and prompt data collection and management
- Track and report programme KPIs and management information
- Prepare regular internal and external communication to highlight current project performance
- Organise and attend meetings, complete minute taking and distribution

What you'll be measured on:

- How you live out Form's values
- Accuracy and timely completion of data records and spend tracking
- Client satisfaction metrics
- Small target for bringing customers onto our business support programmes



About Form

Form is a global strategy and leadership consultancy.

We create spaces where leaders and their organisations are transformed through ground-breaking content, unique experiences and inspirational environments.

We are privileged to be trusted partners by some of the most dynamic creative, digital and technology companies around the world, including Crema, Orcha and &us.

Our team is made up of smart and compassionate individuals who thrive on delivering transformational client experiences. We are all committed to doing our best work at Form, stretching ourselves and others in the process.

Our delivery includes running global innovation study trips to cities including Berlin, Copenhagen & NYC, designing and delivering large scale growth programmes, and bespoke Consultancy, all focused on creating growth and impact for our clients.

Practicalities

- **Reporting to:** Project Manager will report directly to the Programme Manager but will work with the whole Form team
- **Location:** North West
- **Contract Type:** Permanent, 5 days per week
- **Start Date:** November/December 2022

The package

- Market rate salary
- Company pension
- Professional development budget
- Flexible working day from home and our Liverpool studio
- A unique chance to shape the culture and future of Form

How to apply

Please visit the website to apply - form.studio/careers - where you can upload a copy of your CV and a brief cover note/letter/video. Choose the format that suits you best and include:

1. A few interesting facts about you
2. Why you would be brilliant at the job
3. Your current salary

The closing date for applications is 9th Oct 2022.