

Project Executive Application Pack

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July 2024

Job title: Project Executive

Salary: £25,000 plus benefits

Application deadline: 12pm on 31st July 2024

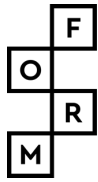
Form is a proud B Corp dedicated to accelerating high-growth digital, creative, and tech businesses globally. We partner with hundreds of companies globally, helping them achieve their goals. As a team, we embody generosity, clarity, trust, and belief in people, striving to leave every interaction and place better than we found it.

We are looking for a skilled organiser ready to contribute and learn in a fast-paced environment. This new role will support our organisation across various fronts, supporting Form to maximise our impact.

About you

- **Organised and Efficient:** You excel in managing your time and tasks effectively, handling changing priorities with ease.
- **Outcome Focused:** You are driven to achieve results and are prepared to go the extra mile.
- **Collaborative:** You thrive in team settings and when supporting collective success.
- **A relationship builder:** You've got strong relationship building and communication skills, so you're capable of building trust and rapport quickly.
- **Detail-Oriented:** You maintain careful attention to detail while working at pace.
- **Ambitious to learn and progress:** You actively seek opportunities to learn, improve and expand your skills.
- **Enthusiastic:** You are committed to making a real difference in people's lives and businesses.

Sound like you? Then we'd love to hear from you!



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The role

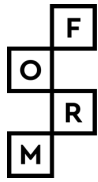
As a Project Executive, you will be at the heart of our operations. From project activities and event delivery to content marketing and product development – you'll work to ensure effective communication and processes to deliver projects on schedule without a hitch.

What you'll be measured on:

- Accurate and timely completion of tasks
- Ability to add value and support a broad range of Form's day-to-day activities
- Demonstrating high levels of initiative
- How you live out Form's values

Key Responsibilities:

- **Team Administration:** Handle day-to-day administration to keep the team running smoothly.
- **Project Support:** Coordinate and support project activities, ensuring timely and accurate completion.
- **Event Management:** Source venues, catering, entertainment, and guest speakers, and provide onsite support for online and live events.
- **Meeting Coordination:** Organise and attend meetings, taking and distributing minutes.
- **Communication:** Prepare regular internal and external communications, including blogs, emails and newsletters.
- **Client delivery:** Attend client workshops and consultancy delivery to support and ensure a premium client experience.
- **Community Building:** Build relationships with community-focused companies, to strengthen our connections across the regional and national ecosystem.
- **Marketing Support:** Support the launch and recruitment of programmes and campaigns.



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Progression opportunities

Our people are at the heart of what we do. We actively invest in our team – their skillset, growth and wellbeing - aiming to create progression opportunities for everyone at Form. This role is no different - we're looking for someone with the ambition to advance their career in project management. The successful candidate will have access to personal and professional development opportunities, enhancing their skills and competencies, with the potential to advance to a Project Manager role.

About Form

Form is a global strategy and leadership consultancy.

At Form, our mission is to equip leaders in the Digital, Creative, and Technology (DCT) sectors to build remarkable organisations.

We partner with cities and regions to deliver targeted business support for high-growth businesses and their leaders, ensuring economic growth that is inclusive and sustainable. Every year we support hundreds of businesses, providing the tools and insights needed to scale responsibly and sustainably.

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

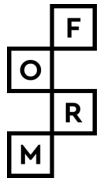
We are privileged to be trusted partners by some of the most dynamic creative, digital and technology companies around the world, including Crema, Orcha and &us.

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:** The Project Executive will report directly to the Project Director, but will work with the whole team across the business
- **Location:** You'll be based in the North West and able to commute to Liverpool
- **Contract Type:** Permanent, 5 days per week
- **Start Date:** August/September 2024



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The package

- £25,000 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 12pm on 31st July 2024.