



# Project Manager

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An invitation to leave people and  
places better than you found them.

## A bit about you

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

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.

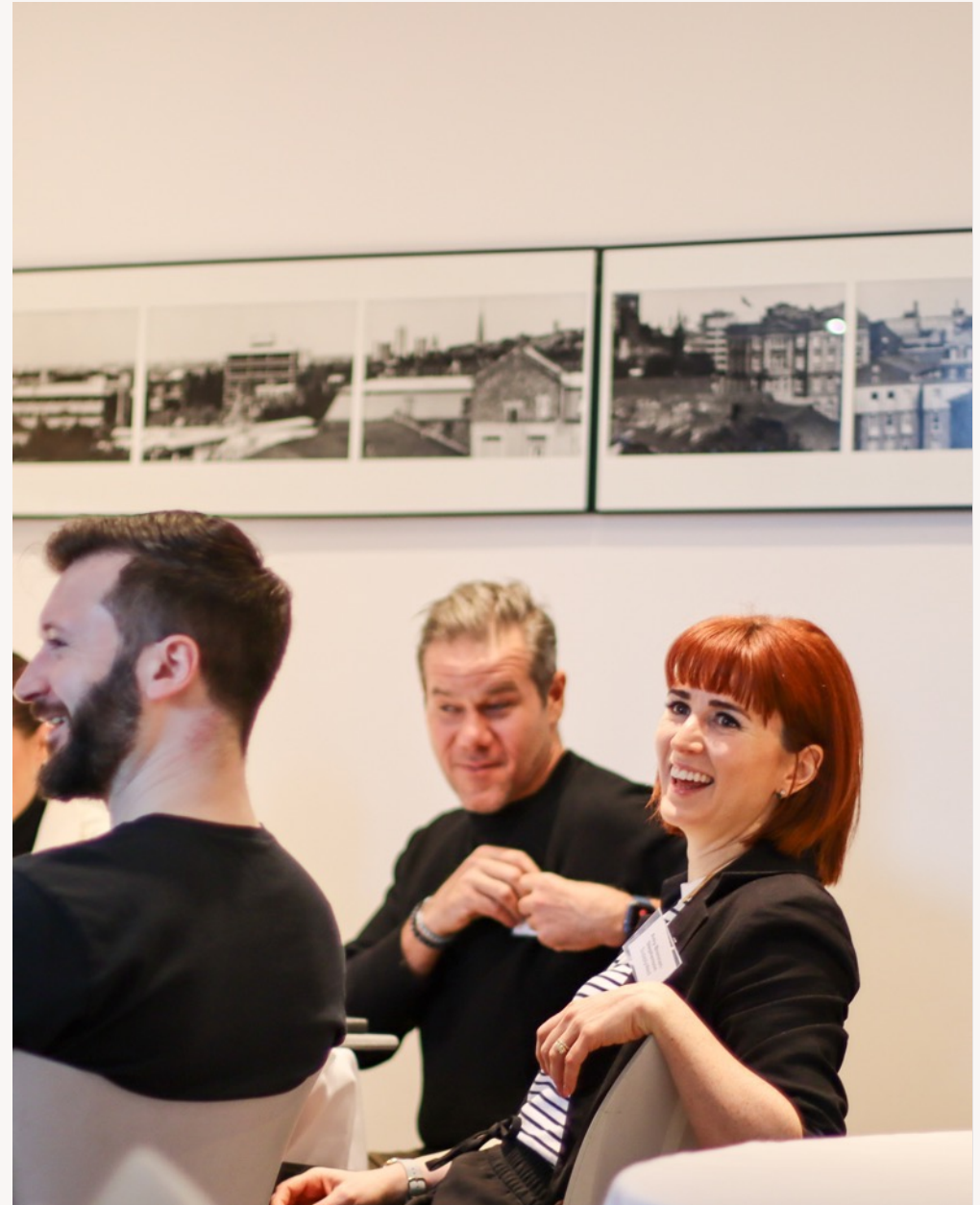


## A bit about you

### An experienced project manager

We want to hear from you if you've got:

- 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





## About the role

### The linchpin at the centre of our most exciting projects.

As a Project Manager you will own the full lifecycle of projects from initiation to completion, ensuring delivery to time, budget and quality standards.

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, collaboration and management across multiple disciplines such as online/offline delivery, events, content marketing and digital development.

## About the role

### The responsibilities

- Coordinate and lead 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



## About the role

## The package

- Salary starting from £32K and negotiable dependent on experience
- 5% employer pension contribution
- Private healthcare plan
- Professional development budget & regular team development
- Hybrid working across our Liverpool studio and remote working
- Flexible working day
- A unique chance to shape the culture and future of Form





## Form

### A bit about us

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, SupplyWell and &us. Our expertise helps hundreds of businesses scale sustainably and responsibly each year.

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.

As a certified B-corp, Form works to leave people and places better than we found them. We partner with cities and regions to deliver sector-specific, world-class business support driving inclusive and sustainable economic growth.

Our delivery includes curating global innovation study trips to cities like Amsterdam & NYC, running industry-led cohort programmes for ambitious businesses and their leaders, and bespoke consultancy, all focused on creating growth and impact for our clients.



## Making an application

Please email us a copy of your CV and a brief cover note, letter or video in any format you like that includes...

1. A couple of interesting facts about yourself;
2. Why you feel you would be brilliant at the job;
3. A snapshot of your biggest professional success that demonstrates the role's essential experience; and
4. Your salary expectations.

Please apply via our website or email your application to [hello@form.studio](mailto:hello@form.studio)

The closing date for receipt of applications is Friday 21<sup>st</sup> March 2025.

We are committed to building a diverse and inclusive team where everyone can thrive. We strongly encourage applications from people of all backgrounds, including those from underrepresented communities, people with disabilities, and those who may require adjustments during the application process. If you need any accommodations, please let us know.

