



Halo Job Description : Senior Project Manager

Job Purpose:

The Project Manager is responsible for all aspects of projects assigned to them from the beginning to the end of its life cycle. This role will handle many different tasks and collaborate with a wide range of teams, requiring great leadership, organisation, and time management skills with the ability to make the right decisions under pressure.

Key Responsibilities:

- Manage the day-to-day operational aspects of projects.
- Submit regular progress updates of a project to the leadership team.
- Work closely with stakeholders & clients to find solutions to project challenges.
- Set and manage project timelines, ensuring both internal resources and external suppliers deliver projects on schedule.
- Build relationships with various suppliers and manage project logistics.
- Lead client communications, attend meetings and site visits, provide clear updates and manage client expectations.
- Work on-site during project build & de-rig phases to oversee successful completion and manage client relationships.
- Communicate and coordinate the technical specifications of a project. Ensuring both internal and external stakeholders are kept informed.
- Build, manage and track project budgets to ensure projects are delivered on or under budget and cost efficiencies are maximised.
- During a project build, ensure frequent evaluation on site which is regularly communicated back to the central operations team.
- Plan and organise production schedules, RAMS and other relevant paperwork ensuring that THG meets both legal and H&S best practice.
- Utilise an event debrief system to collate feedback from all staff involved in a project, review each delivered project within a month of its completion for cost and profitability. Identify successes and improvements that can be made and drive to ensure changes are implemented on future projects
- Assist the Commercial Director in responding to new enquiries from enquiry to pitch proposal submission.
- Line manage and aid the development of junior members of the team where required.

Role Requirements:

- Extensive experience in events, in particular sporting, sponsorship & exhibitions.
- Knowledge of temporary structure builds, site overlay or similar.
- Experience of client relationship management.
- Knowledge and awareness of Project Management principles, documents and plans
- Good facilitation and analytical skills
- Ability to deliver results on time, on budget, and to the very highest standards
- Experience leading teams of multiple disciplines, including line management and development of junior team members.
- Ability to work efficiently under pressure and to tight deadlines.
- Action and results oriented
- Ability to build strong relationships with people at all levels
- A team player who is comfortable working with other professionals
- Good IT skills, in particular with G-Suite and MS Office Suite.

Qualifications

- Ability to use CAD or similar is an advantage
- NEBOSH, IOSH or similar H&S qualification is desirable
- Full UK Driving Licence

Benefits:

- Competitive salary and discretionary annual bonus
- Enrolment into the company pension scheme
- 20 days holiday plus bank holidays plus and extra 5 days at christmas
- Private single cover healthcare with Vitality and access to a mental health support package and various partnership discounts and benefits
- Hybrid working
- Cycle to work scheme
- Buy and sell holiday scheme
- £50 a month contribution towards phone and gym membership
- Regular socials and christmas and summer events