

_ Job Description

Project Manager

StrategiQ

What you'll be known as

Role title: Project Manager. Captain of Coordination. Whatever you'd prefer.

Role type: Full-time, permanent

Line manager: Creative Director

Where you'll be working

You'll be based at our Suffolk office, though you may occasionally be required to travel for client meetings or events. We also have offices in London, Leamington Spa and Manchester.

Whilst we're flexible around the needs of day-to-day life, we love seeing people in the office working shoulder-to-shoulder with the rest of the StrategiQ gang, so we'd like to see you in the office at least 3 days a week.

Who you'll be working for

Fancy working for a globally recognised digital marketing agency?

You've come to the right place.

StrategiQ is an award-winning digital marketing agency filled with some of the best brains in the business; from savvy strategists to deft designers, and website-developing wizards to social media masterminds.

We work together as #OneTeam and #OneAgency, delivering integrated marketing strategies and a full suite of digital services between our three UK studios, partnering with ambitious brands across the globe.

Founded in 2013, StrategiQ is made up of a growing team of over 50 experts; each with their own specialism to offer and a shared vision between them.

We don't look for box-tickers here. We look for people who'll bring the right energy and the right attitude to their work. We look for people who genuinely care about what's best for our clients. We look for people who are committed to their own learning and mastering their craft. We look for people who can make mistakes (which we all do here) and learn from them. We look for people who are aligned with StrategiQ's vision and values. We look for dynamic people who can move and evolve with the flow of a bustling agency. We look for people who

are excited to grow within a fast-moving, industry-leading organisation and want to be on the journey with us.

If this sounds like you, then we want to hear from you - even if you feel your background or career experience so far doesn't quite fit our requirements.

If you bring the right attitude, we'll provide the right tools. With limitless training, development and mentorship opportunities, we'll help you get to where you want to be.

Shoulder-to-shoulder, getting there together.

Who you'll be working with

We're all about working as #OneTeam here, and, if we do say so ourselves, we work with the best of the best.

Take a moment to [meet the team](#) and see who you could be delivering award-winning projects with in future.

What you'll be doing

As a Project Manager at StrategiQ you will be responsible for delivering all work for your assigned clients on time and to budget. You will plan and lead projects to avoid scope creep and that meets our clients' briefs and business needs.

You'll understand the full brief better than anyone else on the project, create project plans to manage the client and internal teams, ensuring the right people are delivering work at the right time. You'll know the scope of work we're delivering to at all times, managing the clients expectations and upselling where necessary. As the main point of contact for your clients you'll own the relationship with them, being the central point of truth and forming indispensable partnerships.

You will take extreme pride in every project we undertake and spot potential issues before they arise so delivery runs smoothly.

You will have excellent attention to detail, organisation and communication skills to bring the team together when needed and keep all elements of complex projects on track.

You work closely with Marketing Managers and the project team to provide a joined up service for our clients.

As a Project Manager your focus will be 'who' and 'when', making sure milestones and deadlines are hit and your day-to-day responsibilities will include:

- Bringing the team together for reviews according to key project milestones
- Always having a clear understanding of the status of your active projects
- Managing client expectations and upselling against scope creep
- Building Project Plans out with buffer, anticipating unknowns
- Reviewing project plans daily to ensure that milestones are being achieved, problems are being managed deliverables meet scope
- Managing and scheduling your projects schedule and work calendar
- Reporting weekly to the Production Lead on day-to-day operations
- Identifying new opportunities with your projects, working with our sales team to effectively scope and cost new work.
- Overseeing the day-to-day management of your projects - Owning communications with clients and managing their expectations
- Managing third party suppliers
- Communicating in real-time with team members and project stakeholders to resolve issues, solve problems and mitigate the risk of unsuccessful tasks/ projects
- Daily team time tracking management & upholding Scoro best practice
- Upon budget sign off, building out and maintaining project plans within the Scoro
- Preparing data for project progress reports

What you'll be bringing home

Apart from a sense of profound personal accomplishment at the end of each day, you'll also be bringing home a salary of between £30k to £40k, depending on experience.

We actively support the career development of each member of the team and provide numerous opportunities to progress in your role - whatever that may look like to you.

What we'd like to see

- 2+ years experience project managing large technology projects and delivering to time scope and budget
- Experience working in a digital agency environment

- Experience managing technical documentation and briefing processes
- Experience working in video/film or digital production
- Experience working across a variety of different projects, simultaneously
- Must have your own transport
- Proactive and highly organised, with strong time management and planning skills. Able to meet tight deadlines and remain calm under pressure.
- Demonstrable experience of commercial awareness. A balanced approach of what's right for the client vs what's commercially right for the business.
- Outstanding personal and communications skills both internally and externally.
- Eye for detail - spot mistakes that others haven't.
- Proactive and pragmatic approach to project management and workload.
- An appreciation of the different disciplines and their contribution to project success, which may have been gained through working in digital/agency environments, or a professional services environment before StrategiQ.
- Be available to attend client meetings to discuss their goals first-hand and provide progress updates.
- An understanding and experience working with both Waterfall and Agile/Scrum methodologies.

What we'll offer you

We've designed a bespoke benefits package based on the feedback of our team and what means the most to them.

When you work with us, you'll receive:

- 30 days annual leave
- An annual loyalty bonus
- Individual performance bonuses
- £1000 conference and training budget every year
- Life assurance and critical illness cover
- Everyday health care cover
- Enhanced sick pay
- Volunteering leave and salary sacrifice for extra holiday
- Regular company socials
- Free gym membership (Suffolk office only)
- Enhanced maternity and paternity leave

How to apply

We don't waste time with any fiddly forms here; simply send us a copy of your CV and a cover letter explaining why you'd be a good fit for the role.

We know it can sometimes be tricky to demonstrate your experience through words alone, so feel free to send us a piece of work you're particularly proud of to allow your skills to speak for themselves. Hit us with your magic at careers@strategiq.co and a member of our hiring team will review your application as soon as possible.

What to expect after you apply

We read through every application we receive, but due to the number of people that apply, we're only able to contact the candidates being shortlisted on each occasion.

If your application is successful, we'll contact you to kick things off with a chemistry call, so you can learn more about us and ask any questions you may have about the role.

Think of it like a first date - if we have good chemistry, we'll arrange to see each other again. We can then discuss next steps and walk you through what the following stage of the interview process will look like.

If you don't hear back within two weeks of submitting your application, please assume you've been unsuccessful on this particular occasion. However, we'd encourage you to keep an eye on our careers page and apply for roles that you may be a better fit for in future.

StrategiQ is committed to equality of opportunity for all applicants of this role. We are looking to fill this role with a candidate physically based in the UK and within commuting distance of one of our three offices. Unless invited by a Director of Strategiq, respectfully no agencies.