



**Project Manager  
December 2018**

<b>Job Title:</b>	Project/Programme Manager		
<b>Department:</b>	Operations	<b>Reporting To:</b>	Simon Wright, Operations Director
<b>Location:</b>	London	<b>Salary range:</b>	

**About REaD Group:**

**REaD Group is the UK's leading data communications company.**

We hold the most comprehensive GDPR ready database in the UK with over 38 million records and hundreds of selectable variables. Synonymous with data quality, REaD Group's market leading data cleaning solution is the most comprehensive and accurate in the UK.

We deliver actionable insight and reporting, build single customer and prospect views, run highly effective performance marketing campaigns plus a range of bespoke database marketing services.

Whether it is delivering another successful campaign for our clients or baking and hiking to raise money for our chosen charity – we always give 100%. Collaborative and focused. Driven but likeable. Our goal is to deliver outstanding results in everything that we do and have fun doing it.

**Purpose of the Role:**

Do you thrive on getting the best out of people, getting the job done and delivering projects on time, on budget and that exceed expectations?

Then this could be the role for you!

REaD Group are looking for an experienced, pro-active and hands on project manager to lead the delivery of exciting projects for top UK brands.

It is a strategic role, working on multiple projects both internal and client focussed – including direct interaction with clients and internal stakeholders across the business and at all levels - and requires strong organisational, communication and negotiation skills.



The ideal candidate will be used to working in a fast-paced environment and be a proficient multitasker and communicator.

Reporting to the Operations Director and working with two other (part time) Project Managers, this is a full-time role based in our office on Bermondsey Street – a short walk from London Bridge.

### **Duties and Responsibilities:**

- Plan, implement and monitor delivery of projects to agreed deadlines, budget and quality standards
- Provide project planning support throughout the whole lifecycle of a project
- Help define project scope, goals and deliverables – including timings and budget
- Forecast demand for specific resources and skills to identify shortfalls/surplus and ensure resources can be optimised
- Monitor and report on project progress
- Track delivery performance and manage risks to ensure delivery is kept on track
- Implement and manage change when necessary to meet project outputs
- Work closely with all relevant internal teams to ensure client deliverables are met
- Develop and manage the project teams
- Evaluate and assess project outcome and implement any identified corrective action plans to benefit future projects

### **STAKEHOLDER MANAGEMENT**

- Escalation to approved project sponsors and stakeholders as and when required
- Assist in the prioritisation of client and internal project work
- Present regular progress reports to relevant stakeholders, highlighting any problems and solutions including potential delays
- Facilitate Project Board meetings and provide detailed feedback on the status of projects, identify upcoming project priorities and the resolution of issues

### **TEAM MANAGEMENT**

- Select, lead and motivate your project teams
- Manage overall PMO budget
- Maintenance and development of our Project Management Office

### **Job Specific information**

#### **The ideal candidate will have:**

- Experience in a Project Management role with proven experience of delivering projects on time and on budget
- Project management qualification(s)
- Knowledge of Agile and Prince systems
- Experience of using project management software, techniques and tools
- Experience in strategic planning, risk management and/or change management



**REaD Group**

- Excellent organisation skills to plan the efficient use of people and resources to meet deadlines
- Strong interpersonal and communication skills to motivate and lead a project team
- The ability to monitor and control budgets
- Good communication and negotiation skills to manage expectations
- The ability to use your initiative and make decisions under pressure
- Knowledge or ideally, previous experience of the Data Marketing industry and/or software implementation

#### **Package**

- 25 days annual leave per annum
- Peoples Pension contribution
- Profit related company bonus scheme
- One4All card
- Childcare vouchers
- Ride to Work Scheme

To apply please send CV and covering letter to [simon.wright@readgroup.co.uk](mailto:simon.wright@readgroup.co.uk)