



Senior Project Manager

Are you:

- An excellent communicator, with the ability to manage stakeholders at all levels, internally, externally and internationally?
- A detail-oriented person with the ability to juggle multiple projects, delivered at a high standard?
- A commercially oriented Project Manager with the ability to deliver key, customer focused projects while adhering to robust quality standards and budgets?
- Someone who has a genuine interest in education and qualifications on an international level?
- A graduate from a UK university?

Would you like to:

- Forge a career in a dynamic, progressive organisation by undertaking leading research into global education systems and qualifications?
- Work within an excellent team, and wider organisation that has a passion for people and education around the world?
- Contribute positively to education quality standards and international student and professional mobility around the world?

...then we would like to hear from you!

Who we are and what we do

Ecctis Limited houses the UK national agency for information and expert advice on international qualifications and skills. We help make sense of international qualifications and support a range of clients including individuals, universities, and colleges, awarding bodies and government ministries. The work is varied and the atmosphere is enthusiastic, collegiate, and supportive. There are opportunities to develop specialisms and to lead research and training for countries and regions.

The role

The role of the Senior Project Manager will be leading the operational management and delivery of many of our projects, specifically our portfolio of vocational review projects within China. The Senior Project Manager will ensure the team delivers a quality service and positive customer experience, alongside efficient and effective use of resources in line with budget and quality requirements.

- **People Management**

The Senior Project Manager should foster an environment that strives for excellence in their project delivery. The ideal candidate will motivate and inspire the team to work efficiently and to a high standard as well as to continue to learn and keep their passion for education at the forefront of what they do.

This role is a line management role, and the right candidate will provide timely and constructive feedback internally, as well as to external consultants as applicable who are involved in the provision of relevant projects. The ideal candidate will enjoy being hands on with their team, conducting regular 1-2-1s with their direct reports – discussing not only operational topics and performance, but career development and progression.

The Senior PM is responsible for reviewing the performance across the projects to inform future training and development needs across the team. The role requires innovative people management skills, continuously finding ways to engage the team.

- **Project Portfolio Management**

The Senior Project Manager will be responsible for planning and monitoring the progress of the projects, while allocating workload amongst the team, and ensuring the efficient and budget-friendly use of the



resource allocated to the scope of the project, and when possible pushing for individual development and progression.

The role will entail conducting project reviews with both internal and external sales teams, identifying risks to the project. The ideal candidate will be an excellent stakeholder manager, managing expectations of both internal and external expectations throughout the lifecycle of a project, working to achieve positive feedback while also preparing the project to stand up to external scrutiny.

- **Business Development and Budget Control**

The Senior Project Manager will be responsible for leading regular portfolio reviews, assessing both the operational and financial performance of the scheme – fostering a culture of continuous learning through lessons learned and refining processes and procedure as required.

The ideal candidate will be comfortable presenting the project to relevant stakeholders to support the visibility and impact of the scheme, promoting referral business and ensuring a client-centred and efficient post-project consultation to promote repeat and referral business.

Office Location: Cheltenham, Gloucestershire, UK
Hours of work: 8.30am – 5.00pm or 9.00am – 5.30pm Monday to Friday
Salary: £ 35,000-37,000 per annum
Benefits : 25 days annual leave plus bank holidays. Pro-rata for part-time employees
Company Pension scheme, the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service.
Life assurance of 3 x basic salary for members of the pension scheme.
Bupa Private Health Care Scheme with employee contribution.
Employee Assistance Programme

Please note: All applicants must hold a current permit or visa showing their right to work in the UK, as well as a degree from a UK university.

To apply : Email your CV and covering letter to recruitment@ecctis.com