

Role Description

Job Title: Project Support Officer	Reports to: Managing Director	Location: Neston, Cheshire (Flexible)
Salary: £25,000 - £35,000 p.a based on experience	Hours: 40hrs week (flexible)	Contract type: Permanent

About Us

CJ Founds Associates is a dynamic independent consultancy based in the Northwest specialising in Professional and Technical Advisory Services for Public Sector, Central Government, and Private Sector clients. As innovators and thought leaders in the Digital Infrastructure, Highways & Transportation; and Place Making sectors, we deliver industry-leading programmes and projects across the UK.

Founded in 2016, we have consistently provided expert guidance and support, achieving steady and sustainable growth. Our commitment to collaboration has enabled us to build a robust portfolio of client relationships and successful project outcomes.

About the role

We are looking for a highly motivated Project Support Officer, ideally with some previous experience supporting and leading on daily PMO activities. The main duties involve supporting Programme Managers, Project Managers and Technical Advisors. The ideal candidate should possess a mix of technical and communication skills, have a creative flair to problem solving, and able to coordinate and collaborate with multiple external clients and contractors. Activities could include managing meeting content, organising workshops and implementing project management systems and tools.

In a growing business we have a very busy workload, so we are looking for someone with great organisational and prioritisation skills, as well as being self-motivated and with aspirations of following a project management career path. We have big ambitions for the future, so we are looking for someone who is ready to be part of our journey and meet the challenges of the role, enabling us to secure sustainable growth.

Qualification and Skills

- Previous project support experience
- Working towards, or preferably with a supporting foundation qualification
- Sound business acumen and understanding of project support functions
- Strong planning and coordination skills to support with project delivery
- Excellent communication and presentation skills in written and verbal context
- Strong digital literacy and experience of Microsoft O365 and other operating systems.

- Highly motivated, great organisational skills, success driven and excellent collaborator
- Ability to work independently but also as an integral part of a team in a collaborative environment
- Ability to respond to changing project environments, whilst maintaining strong governance and project controls
- Willing and able to learn, understand and apply new technologies, including AI
- A desire to pursue further education and professional development.
- Innovative thinker with a passion for continuous learning and improvement.

What we offer

- Competitive salary – between £25,000 to £35,000 p.a based on experience
- Discretionary bonuses
- A flexible approach to working
- 28 days holiday entitlement plus bank holidays
- Option for Annual Leave buy-back
- Career progression, with personal development funded training
- Company pension scheme, with matched contribution up to 8%
- Company HealthCare Plan

If you are ready to make your mark in the business world and grow your career, we invite you to apply for this exciting opportunity.