

Role Description

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| Job Title: Senior Project and Programme Manager | Reports to: Managing Director | Location: Flexible (UK based) |
| Salary: Competitive (TBC) | Hours: 40 hours per week | 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 talented, self-motivated Senior Project / Programme Manager with experience in managing all elements of contract delivery. The successful candidate should have experience of Infrastructure delivery ideally with a Highways, Transportation, Placemaking, Regeneration or Digital Transformation sector background. Working as part of a high performing team and directly with our clients, you will become one of our trusted advisors. Joining a growing business, with strong client relationships and an expanding order book – this is an exciting time for our business.

We are looking for someone who is creative and dedicated, to fit with our authentic, collaborative and hard-working culture and ethos. The role fits someone who has a flexible approach to working across the UK, someone who is a high achiever, an innovator and can both lead and deliver on projects, contracts and strategic procurements. Most of our projects are delivered across multi-disciplinary Client teams, within politically and financially challenged environments, so experience of public sector delivery would be a strong advantage.

The role requires someone who can successfully demonstrate that they have managed complex projects, whilst maintaining high Client satisfaction; and someone who has the experience and full range of skills in using appropriate tools, and delivery techniques.

Skills

- Self-motivated and excellent communicator
- An authentic delivery style and high standards of ethics and strong guiding principles
- Excellent communication skills, including the ability to negotiate complex delivery issues
- Strong collaborator and able to build trust with colleagues and Client teams

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- Can respond to changing environments, maintaining strong governance and control
- Digitally literate with systems and processes, including lean methodologies
- Ability to actively identify, negotiate and secure new business opportunities
- Can manage work winning opportunities, including tenders and proposals

Experience and Qualifications

Educated to Degree level, Equivalent or Higher (typically Hons Degree).

Extensive experience of leading in a senior project, contract, and programme management role, including highways, transportation, regeneration, digital and transformation-based infrastructure.

Ideally 10+ years delivery experience with a relevant professional accreditation / qualification (APM, Prince2) and a proven track record in working in multi-disciplinary team delivery.

What we offer

- Competitive salary – based on experience (minimum starting salary £60,000)
- 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.

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