



IMPACT

Programme Manager

The finer detail...



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Read on for more info.....

Impact have a great opportunity to join the Programme Management team based at the company HQ in Windermere. We are looking for someone forward thinking, organised with a razor sharp attention for detail! You will be part of a great team and have exposure to all areas of the business.

Intrigued? Want to find out more? Then have a look below.....

Here's some stuff we'd like you to be brilliant at:

- project management; creating project plans, schedules
- proficiency in MS Office (MS Word, Excel and PowerPoint, in particular)
- excellent time management skills and the ability to prioritise work
- meticulous attention to detail and problem solving skills
- excellent written and verbal communication skills
- organisational skills with the ability to multi-task is a must
- ability to work under pressure and hit deadlines

Here's some stuff we'd love to hear about you:

- proven experience as a programme manager or as part of a project team
- a team player – relationships are at the heart of how we work globally
- understanding of Leadership Development and/or Events industry
- good initiative and ability to deal with ambiguity - asking the right questions, anticipating needs and being resourceful
- confident, proactive and professional when it comes to approaching people
- self-motivated and organised
- hungry to learn and develop

Key responsibilities:

- create, maintain and drive project plans, working with internal and external stakeholders
- liaise with clients to provide high quality customer experiences
- resourcing Impact solutions – people and resources
- to manage and oversee the administration and logistics of solutions, working alongside the Programme Coordinators

Key success criteria:

- complex Programme Management Portfolio to be reviewed annually
- project plans managed and executed to excellent standards to achieve account retention and growth
- repeat business secured through strong relationships, great results and excellent client service
- accuracy and timeliness of data recorded in internal systems (Derek)
- outstanding feedback from clients through proactive relationship development
- team satisfaction feedback from Client Service Teams (CSTs)

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Here's some stuff we're brilliant at:

- the money part – salary is negotiable and competitive (depending on experience). Profit share, bonus scheme and non-contributory pension scheme are all in there too.
- we're a Great Place to Work® – it's official!
- wellbeing – health care scheme available to all
- inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of the Impact Academy or externally) to learn, develop and progress in your career
- celebrating successes – no matter how great or small
- caring for each other – we always have each other's backs
- finding opportunities to support our local communities around the world
- adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

Would you like to join our team?

We'd love to hear from you if you like the sound of us
and you think we'll like the sound of you!

Apply via our website

