



VACANCY - PROJECT MANAGER

At The Beatles Story, we are dedicated to driving innovation and excellence in the Tourism sector of the Liverpool City Region. We believe in fostering collaboration where talented individuals can thrive and have a significant impact. As we continue to grow, we seek a dynamic and experienced Project Manager to join our management team and lead critical projects to success.

We are looking for a highly motivated and skilled Project Manager to oversee and manage various projects from initiation to completion. The ideal candidate will have a proven track record of delivering projects on time and within scope and budget. As a Project Manager at The Beatles Story, you will coordinate teams, manage resources, and ensure all project objectives are met.

You will be responsible for

- *Lead the planning and implementation of projects
- *Define project scope, goals and deliverables
- *Develop project plans, timelines, and budgets
- * Monitor and track project progress and provide regular updates to stakeholders.
- * Perform risk management to minimise project risks.
- * Ensure projects are delivered on time and within scope and budget.

To apply for this role, you must have:

- * Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK)
- * Proven experience as a Project Manager
- * Excellent organisational and multitasking skills
- * Strong leadership and team management skills
- * Exceptional communication and interpersonal skills
- * Ability to work under pressure and meet tight deadlines
- * Proficiency in project management software (e.g. MS Project)

This is a full-time role, 35 hours a week across five days, £32,252.20 (3 days office working, two days home working)

If you are a results-driven professional passionate about project management, we would love to hear from you.

Closing date for all applications is the 16th August 2024.



Job Description

Job Title: Project Manager

Reporting to: General Manager

Line Manager: General Manager

Salary: £32,254.20

Hours: 35

Application Deadline: 16th August 2024

This job description statement describes the general nature and level of work to be performed by the employee(s) assigned to this job title. It is not intended to be construed as an exhaustive list of all required responsibilities, duties and skills. The Beatles Story is open to revising this job description as necessary and will do so in consultation with the job holder at the appropriate time, ensuring your voice is heard.

THE PERKS

- 30 days Holiday Annual Leave (pro-rata for part-time employees)
- A travel pass for local public transport: trains, buses, and ferries.
- Birthday Holiday after 12 months of service – “Today it’s your birthday!” incentive.
- Length of Service Benefit – additional days holiday for every five years of employment.
- two days working at home, three days office.

ROLE PURPOSE

As a Project Manager, you'll play a crucial role in our success. Your responsibilities will include planning, executing, and closing projects, managing teams and resources, adhering to deadlines, and ensuring project objectives and deadlines are met and aligned with the agreed-upon budget. This role involves coordinating with various stakeholders, managing project risks, and upholding quality standards.



KEY RESPONSIBILITIES

1. Project Planning and Initiation:

- Develop and lead the project (s) through all stages of initiation, delivery, and closure within time, cost, and quality parameters.
- Define project scope, goals, and deliverables with senior management and stakeholders.
- Develop detailed project plans, timelines, and budgets.
- Identify resources required and assign responsibilities.
- Obtain planning and all other relevant approvals.

2. Project Execution:

- Manage project teams and coordinate their efforts to meet project goals.
- Monitor and track project progress, ensuring adherence to schedules and budgets.
- Adjust project plans as needed to adapt to changes or unforeseen issues.

3. Stakeholder Communication:

- Serve as the primary point of contact for project stakeholders.
- Prepare and present project updates, status reports, and proposals to stakeholders and senior management.
- Ensure effective communication and alignment between all project participants.
- Organising, facilitating and participating in project-related meetings, workshops and events (including off-site)

4. Risk Management:

- Identify potential risks and develop mitigation strategies.
- Monitor and manage risks throughout the project lifecycle.
- Resolve any issues or conflicts that arise during the project.
- Escalating to the Senior Leadership Team when appropriate.

5. Quality Assurance:

- Ensure project deliverables meet quality standards and stakeholder expectations.
- Conduct regular quality reviews and implement corrective actions as necessary.



- Document project processes and outcomes for future reference and continuous improvement.

6. Project Closure:

- Conduct project evaluations and post project analysis to identify lessons learned.
- Ensure all project documentation is complete and archived.
- Facilitate project handover to other teams and clients.

7. Budget:

- Managing all project budgets. Working closely with the Finance Manager to ensure a thorough understanding of each project's financial position.
- Where appropriate, work with the LCRCAs procurement team.

The role holder may be required to undertake any other appropriate duties as deemed necessary.

PERSON SPECIFICATION – PROJECT MANAGER

Note to Applicants: Essential requirements are marked with ‘E’. Desirable criteria are marked with ‘D’.

CRITERIA	REQUIREMENTS	METHODS OF ASSESSMENT
Experience, Knowledge and Skills	Project management experience supported by relevant qualifications. (E)	A, P, I
	Able to work under pressure in a fast-paced environment and deliver to short timescales. (E)	A, I
	Excellent IT skills with proven ability in all Microsoft Office and proficiency in project management software (for example, MS Project) (E)	A, I
	Excellent organisational and time management skills. (E)	A, I
	Ability to manage multiple projects simultaneously. (E)	A, I
	Strong problem-solving and decision-making capabilities. (E)	A, I
	Pro-active, self-starter who can work with minimum supervision will need to be able to use their initiative and	A, I



CRITERIA	REQUIREMENTS	METHODS OF ASSESSMENT
	<p>set their deadlines; strong time management skills are essential. (E)</p> <p>Good interpersonal skills, including adapting appropriately to deal with people at all levels. (E)</p> <p>Good verbal and written communication skills with attention to detail. (E)</p> <p>Knowledge and/or experience of the following sector: Culture & Tourism. (D)</p>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
	<p>“Working Knowledge” of half or more of the following technical competencies and “Foundation” level in others (E):</p> <ul style="list-style-type: none"> • Commercial management • Budgeting & financial management • Business case & benefits management • Governance & controls • Communications & stakeholder management • Planning, scheduling, dependency management • Quality management/solution design • Change control • Resource, capacity & capability management • Risk & issue management <p>“Established” in the following behavioural competencies (E):</p> <ul style="list-style-type: none"> • Seeing the big picture • Innovating • Working with ambiguity & complexity • Setting the right example • Communicating & influencing • Collaborating • Developing self & others • Operating with ethics & professionalism 	<p>A, P, I</p> <p>A, P, I</p>
Education/Qualifications	Project management qualification (APM, PRINCE2, certifications, MSP, PMBOK) (E)	A, I

Key to Assessment Methods: A – Application, P Presentation, I – Interview.