

PROJECT AND EVENT MANAGER / 6 MONTH FIXED TERM CONTRACT
£40,000 PER ANNUM (PRO RATA) + BONUS / FULL TIME (40 HOURS PER WEEK)
BASED IN BIRMINGHAM

On behalf of our client, we are excited to be recruiting a Project and Event Manager to undertake an ambitious project to provide cycle training opportunities across the West Midlands region.

ABOUT THE COMPANY

The Company is a national cycling training provider who have very ambitious and exciting growth plans. Working with the West Midlands Combined Authority, charities, communities, education providers, businesses and organisations, the purpose of this new role is to drive cycling programmes to empower and enhance the lives of those around us.

ABOUT THE ROLE

We are looking for an exceptionally organised and high-performing Project and Event Manager. You will be responsible for managing a first class team of Project and Event Co-ordinators who will be working with local communities to initiate interest and then plan and deliver cycle training events (which will be delivered by Cycle Training specialists).

You will be responsible for exceptional delivery on the programme, taking responsibility for coordination, budgeting, tracking the progress and success of its implementation and building strong stakeholder relationships to smash your work!

What will I be doing?

- Playing the lead role in planning, executing, monitoring and closing projects - you will be our project expert!
- Developing and implementing a super slick project management plan.
- Working closely with Project and Event Coordinators to manage and implement the details of the project and set it up for success.
- Directing and managing all work for the projects with the Project and Event Coordinators and driving accountability across the board.
- Managing cost and budget planning.

About You

- You have a minimum of 2 - 3 years experience in managing simultaneous projects and/or events to an extremely high standard.
- Previous experience of working with community-based projects will be a distinct advantage.
- Demonstrable experience of working a fast-paced environment and a track record of managing a variety of workstreams in different location.
- You are a hard-working individual with remarkable time management, organisational and communication skills.
- You are self-motivated with a diligence and drive that is unparalleled!
- You understand how to manage the conflicting priorities of a demanding business and an eye for new opportunities.
- You can effectively manage a team to deliver and exceed targets set through contracts and KPIS.
- A passion for cycling would be an advantage - we'd love you to share your cycling skills!

All the other bits you need to know.

If you're available to start work immediately and are ready for a challenge, then get in touch!

We have an office hub set up which is planned to in *B11 2BE* and whilst there will be flexibility to work from home it is most likely to be office based for most of the time.

This is a 6 month fixed term contract to support this particular time bound project, however this is a growing business with the potential for opportunities elsewhere in the business.

The role pays £40,000 per annum, 25 days annual leave and also offers a generous bonus on successful completion of the 6 month project.