



Junior Project Manager

Department:	Delivery Team
Contract type:	Permanent
Contract hours:	37 hours per week (Monday-Friday)
Reports to:	Senior Project Manager
Direct reports:	N/A
Salary:	£30,000-£36,000 pa depending on experience

The Role:

The Junior Project Manager works in collaboration with the Delivery Team and Client Services Team, as well as with the wider business, including Strategy, Creative and Associates that provide additional agency expertise.

You'll gain practical experience in delivering client projects. Working under the guidance of the Senior Project Manager, you'll support and lead a range of projects across our charity client base, delivering projects on time and within budget.

You'll develop core project management skills while developing client relationships and learning how our delivery process works. This is a great first step into project management in the agency environment.

The position is hybrid, with at least two days a week spent in our Clerkenwell office, and can involve travel to meet clients (primarily in London).

The Person:

You're organised, detail-oriented, and keen to learn. You work well in a team, communicate clearly, and handle multiple tasks without getting overwhelmed. You're interested in the charity sector and excited about supporting meaningful work.

Key Responsibilities (not exhaustive):

- Support and delivery of fundraising projects
- Manage timelines and job reporting, ensuring projects stay on schedule and within budget

- Support client relationship building – maintaining regular contact and noting client requests
- Assist with administrative tasks – scheduling, preparing meeting notes, managing project documents
- Communicate clearly with team members and clients about project status
- Learn and apply project management best practices across the team
- Anticipate and prevent potential issues
- Processing and relaying client feedback to teams in a constructive manner

Skills, Attributes and Experience

- Strong organisational skills with the ability to manage multiple tasks
- Superb attention to detail
- Excellent communication skills (written and verbal)
- Proficiency in Google Suite (sheets, docs, slides)
- Comfortable learning new tools and systems
- Team player with good interpersonal skills
- Calm under pressure and flexible when priorities shift

Desirable:

- Experience in a project-based or agency environment
- Experience with project management tools (Basecamp, Trello, Slack)
- Knowledge of fundraising, the charity sector, or creative industries
- Experience using AI to increase efficiencies

Likely Key Performance Indicators:

- On-time and on-budget project delivery
- Effective use of project management tools and processes
- Positive feedback from team members and clients
- Accurate timesheets and documentation
- Demonstrated growth in project management skills