

**JOB SPEC**

# Project Manager

**OVERVIEW**

£35,000 - £40,000 a year  
25 days holiday (plus BH)  
Full time (with flexibility)  
Hybrid (2 days WFH)

---

## **THE MISSION**

You're the driving force behind all of our projects and a key contact for our clients. With a proactive approach and a keen eye for accuracy, you oversee and steer production, client communication, finance, and quality.

You make things happen.

---

## **THE METHOD**

As Project Manager, you work with the whole creative team as well as partnering with clients and suppliers, taking charge of the entire project lifecycle, from pitch to delivery.

You make sure everyone knows what needs to be done, how, and when. You're a source of stability and calm for our clients and team members, a creator of order and a safe pair of hands.

Our clients love working with us because we deliver quality and impact, and you're a huge part in making that happen. You're an advocate for communication, organisation, efficiency, and exceptional client service.

---

## **THE DELIVERY**

- Establish briefs with clients to better understand their needs, and create accurate project plans.
- Understand clients' business, priorities, and potential blockers.
- Keep the team and client updated on project progress.
- Create and uphold processes to keep things running smoothly.
- Communicate client expectations clearly to delivery teams.
- Drive and manage day-to-day project operations.
- Proactively manage and balance client, agency, and team needs.
- Focus on outcomes and productivity pace.

- Manage risks, blockers, and opportunities proactively.
- Align project activities with legal and client regulations (like NDAs and GDPR).
- Increase efficiency using workflow and input systems.
- Manage our skills resources, getting the right people on the right project. You are comfortable sourcing, booking and directing freelancers as needed.
- Own and produce reports and updates for stakeholders.
- Finally, and most importantly: lead projects from start to finish, adapting to changes and keeping an eye on the four pillars of project management: time, budget, quality and scope.

---

## YOU ARE

- Disciplined. You do what you say you'll do, and hold others accountable in turn.
- Responsible. The satisfaction of our clients is owned by you.
- Self-motivated and self-aware. You have a bias for action and don't need constant instruction, but also know when it's time to ask for support.
- Proactive. You're great at upholding processes and making sure everything happens when and as it should.
- A great communicator. You're assertive and know how to adapt your communication style appropriately. You make sure the right people know the right things at the right time.
- Able to see the bigger picture without missing the detail. While you're able to take a step back and oversee projects, you make sure every detail has been attended to (by the right person at the right time).
- Generous and constructive with feedback, and you welcome feedback in return.
- Organised. You're able to objectively and effectively work across multiple accounts without letting service standards slip.
- Conscious of confidentiality. You're diplomatic about how and where you discuss client needs and information.
- Dynamic and flexible. The life of a Project Manager is nothing if not varied, you can think on your feet and turn your hand to many tasks.
- Experienced. You'll need to know your onions and have solid, proven experience in creative/design agency project management.

- Open to travel and deliver event branding projects across continents.
- A lover of sport! This isn't essential but if you love sport this is a bonus. We work across the Olympic Movement and on multiple Games. So, if you're as excited about those projects as we are, that's a big plus.
- Ready to make a difference! When we're not working up a sweat on sporting projects, we're delivering impactful campaigns and design work in the sustainability and environmental sector, as well as many other amazing charities. It would be a huge bonus if you were interested and keen to get involved in our positive impact projects.

---

## YOU KNOW

- How to build, nurture and grow lasting client relationships and account success.
- When to ask, challenge, compromise, and flag risks.
- How the agency business model works, and understand your part in how we operate (did somebody say "please submit your timesheets"?).
- The latest developments in our industry. You spot development and efficiency opportunities for yourself, the team and the business.
- How to motivate a team. You adapt your approach to different working styles in order to get the best out of everyone.

---

## YOU CAN

- Prioritise, plan and delegate effectively, responding to changing needs with fluidity and clarity.
- Multi-task efficiently, managing your and the team's workload to fit multiple deadlines.
- Work with numbers. You're comfortable and capable when it comes to producing, checking and analysing invoices, resourcing reports, and other financials; including when it's in different currencies.
- Make decisions and use your initiative. You check in and communicate without needing too much reassurance, but you also know when to get sign-off or acknowledgement.

- Collaborate, working with clients and other team members to achieve great results.
- Utilise various project management software and methodologies, you're able to determine what approach should be used depending on the project, client, and deliverables.
- Demonstrate accountability and discipline. You make effective decisions where you can, and drive decisions that you can't make to be made in good time.

---

## **WHAT SUCCESS LOOKS LIKE**

Your experience got you here. Your contribution, ambition and work produced will determine your success. Success measures for your role will be:

- Scope, quality, budget and time of your projects.
- Accuracy and efficiency of project management and reporting.

---

## **WHAT WE'RE OFFERING**

As well as your base salary and contractual time off, we also offer:

- A day off on your birthday.
- A team-driven bonus scheme.
- One charity day each year.
- Ownership of Lewes Football Club (Yes, really).
- Our office is in RunwayEast, a vibrant co-working space with plenty of socials and perks. Cake Wednesday, the disco room, and monthly parties are just a few examples!

---

## **WANT TO APPLY?**

If you think you'd be a great fit for this role, please send your CV over to [joinus@playingfield.agency](mailto:joinus@playingfield.agency). You don't have to include a big cover letter (unless you want to) but we would like you to tell us about your favourite moment from the Paris Olympic Games this Summer!

We're an inclusive employer and welcome applications from everyone. If your experience and qualities match what we need, then we want to hear from you! If you need any additional information, adjustments or support for your application please just get in touch.

Finally, we are a busy bunch. We will respond to all applications but these things can take time to get through, we aim to get back to all candidates within 2 weeks of their application. We don't provide specific feedback for first stage applicants (but you can request this).

Thank you!

# PLAYING FIELD

## **APPLY**

If you think you'd be a great fit for this role, please send your CV over to [joinus@playingfield.agency](mailto:joinus@playingfield.agency).

Playing Field  
Runway East Brighton  
York And Elder Works  
50 New England Street  
Brighton  
BN1 4AW

[info@playingfield.agency](mailto:info@playingfield.agency)  
playing field.agency