



PROJECT DIRECTOR.

We are looking for an experienced Project Director to join our expanding team in our West Midlands office.

You will be working with some of our key accounts across a variety of events ensuring our clients receive an exceptional level of service. You will have strong operational event experience and be comfortable dealing with large scale and large budget events. Ideally you will be used to working in an agency environment juggling a variety of projects and clients at any one time.

Key Responsibilities:

Project Management – working either together with the Account team or independently to deliver client projects taking ownership of client communication, delivering all production elements required and budget as necessary. Will oversee and manage own projects as and when required including large scale and high budget events. Taking on or overseeing others in briefing internal departments, supplier liaison, content delivery and development, technical, logistics and delegate management. Full budget management. Involvement in inspiring creativity and emotional engagement as required, organising and facilitating creative meetings.

Team Management- you will be responsible for ensuring the project team is resourced in the correct way and supported to ensure successful delivery.

Content Development – managing the content execution and delivery. Working with the Client Services Director to understand the client strategy and to advise and steer content.

Event Logistics – overseeing the full event logistics including delegate registration and delegate management.

Operational Excellence – driving operational excellence and ensuring project delivery is to a high standard, exceeding client expectations

Financial Management – Working alongside and in agreement with the client account team, full control of all project budgets or elements of projects working to agreed margin targets. Timely reporting and reconciliation. Managing payment terms and invoicing to ensure all jobs are cash positive. Ensure Client Services Director is informed of all projects through their client stream. Ensuring projects are costed within costing template & WIP is updated weekly.

ISO 9001 – ensuring all account teams are adhering to the relevant processes and procedures and all paperwork completed to ISO9001 standards. Assisting with training new starters as necessary

New Business – assisting the account team with proposals and pitches as necessary.

GDPR – to oversee and be responsible for, ensuring projects are GDPR compliant and following company procedures and policies.

CRM – responsible for keeping CRM up to date with supplier contacts, supplier grading and updating notes etc.

Health & Safety – Ensure that all projects have adequate Health & Safety cover. All Risk Assessments and Method Statements to be completed.

Supplier Management & Audits – Taking ownership of supplier relationships and ensure the best service and price is provided.

Line Management – Line management of Project Managers and Account Executives. Supporting direct reports to perform at their best and enabling training and development in line with the Top Banana GREAT communication framework. Regular communication including probationary period meetings, quarterly appraisals and other performance related meetings as and when necessary. Active involvement in the recruitment process for the team.

Company Culture – Demonstrate the Top Banana values and live and breathe the brand behaviours. Encouraging others to get involved and feel part of the team to help maintain and uphold the Top Banana culture. Take an active part in team meetings and activities. Having a voice and sharing ideas.

Skills

- Organisational skills and attention to detail
- Good stress management
- Autonomous – taking ownership and responsibility
- Flexible – ability to adapt in the moment
- Creative and dynamic – think outside the box, challenge the norm
- Ability to work in a team
- Ability to see projects through
- Computer literate

Requirements:

- Extensive event production experience preferable, ideally in an agency environment
- At least 8 years' experience
- Large budget event experience - including international events
- Line management experience essential
- Experience of managing content film, print and presentations
- Strong organisation and project management skills
- Full understanding of delivering every element of an event