

Candidate Brief

Project and Client Manager

- Salary:** £25,000 (*Pro-rata 3 days/week*)
- Location:** Leeds City Centre, UK
- Contact:** Alan English (Chairman), Helen Gilder (CFO)
info@slingshotsimulations.co.uk
- Closing Date** Friday 22nd November 12:00 (*Midday*)

Summary

Slingshot Simulations is looking for an energetic and passionate Project and Client Manager to work closely with the team and clients on various aspects of strategic project management and solution delivery.

Slingshot is a start-up based in the heart of Leeds, in the brand-new Nexus innovation centre. We provide advanced Cloud-based simulation tools across a range of industries.

You will be part of a team that will deliver the world's first Internet of Simulation platform. You will be based in the brand new, state-of-the-art, office space next to the University of Leeds within 15-minute walk from the city centre.

What does this role entail...?

You'll need to be fully versed with our demands for excellence in what we deliver for our clients, spending time to understand what is important to them and matching that to the skills and availability of our team members. You'll work closely with our executive team to understand the client proposals likely to convert and support the refinement of both written and visual proposals. You'll also work with the team to ensure that we have resource available as soon as possible once the deal is done. You'll be a brilliant organiser and thinking two steps ahead. You can play out what might happen if you shift a person from one project to another and present a range of options.

You'll be the centre of the universe for delivery and an important link with the commercial function – also running our weekly company meetings to ensure the sharing of key information. You won't shy away from dealing with conflicts and strong personalities because you're self-assured, and well informed with a no nonsense approach to keeping everyone on track.

Key Responsibilities

- Creation of proposals including technical documents and grant proposals
- Curation and creation of presentations for client engagement
- Curation and creation of visualisations including creating 3D animations for clients
- Develop, manage and maintain company web-based information including:
 - Reviewing and editing news, blogs posts, and press releases
 - Company social media accounts based on the company's marketing strategy
- Tracking expenses for all staff and liaising with appropriate management for approvals
- Keep Xero, the accounting record keeping system, up to date with invoices and bank transactions
- Perform credit control by contacting customers to request payment of outstanding invoices as required
- Monitoring bank account transactions, processing payments and preparing bank reconciliations
- Schedule potential projects and plan future resourcing
- Allocate work items to appropriate team members as client projects arise
- Understand project needs, manage the project cost versus budget and escalate with the Executive Team when appropriate
- Plan for transitions and rotations of team members
- Create and maintain inventory of staff members' experience, skills and interests
- Work with the executive team to determine hiring needs
- Support the executive team in managing the network of opportunities and leads
- Police documentation and QA processes

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the post.

Preferred skills and experience:

1. BA degree or equivalent experience in a relevant subject
2. High level of attention to detail and effective organisation skills
3. The ability to manage one's own time effectively
4. The ability to organise and manage others within a team, effectively communicating organisational goals and ensuring their effective delivery
5. Confidence and able to interact with employees at all levels of an organization
6. Experience pro-actively managing multiple deadlines and resources
7. Experience in liaising with external partners/clients, which may involve managing various and potentially conflicting priorities
8. Experience with Agile project management
9. Desire to build technical knowledge that is sufficient to understand the different roles and skill sets involved in our business
10. A general familiarity with scientific terminology and proven track record of quickly learning new concepts
11. Excellent video and image research skills
12. Excellent written skills for storyboarding, project proposals, and grant writing
13. Ability to support the creation of visual content for expressing ideas to relevant parties (including but not limited to blogs, videos, pitch decks, and project proposals)
14. Experience of working with accounting and record keeping
15. Experience in interpreting and working within legal guidelines