



## Temporary Project Manager Diversity, Equality & Inclusion (DEI) – 6 Months

<b>Department:</b>	Project Management	<b>Salary range:</b>	£30,000 pro rate, p.a. (i.e. £15,000 for 6 months)
<b>Reports To:</b>	Client Relations Manager	<b>Location:</b>	Office / Hybrid

### About EW Group

With over 35 years' expertise, EW Group is the leading full-service diversity and inclusion consultancy. Supported by a team of more than 100 diversity specialists, our training, analysis and consultancy programmes have been delivered to more than 3,000 organisations across 80 countries with clients including Mercedes Formula 1, The Economist Group, the BBC, Dyson, adidas, Arsenal Football Club.

We are a small, dedicated team who work hard to support our clients make a difference in the context of building diversity and inclusion within their organisations.

We can promise you interesting, cutting-edge work which has real social value. We are committed to career development and support, and you will be offered the chance to be involved in all aspects of the business as we grow.

We work with companies from across the private, public and charitable sectors. We're unique in the way we custom-build our work to the challenges that each client is facing. Companies want to work with us because of our long-standing reputation for delivering innovative, creative and impactful sessions.

We are committed to best practice in Diversity, Equity and Inclusion. Black, minority ethnic and disabled candidates are particularly encouraged to apply so we have the widest pool to choose the most suitable candidate from.

More information is available here: [Home – EW Group](#).

### To Apply

If you feel passionate about this role but are not sure you meet all of the requirements, eQS encourages you to apply.

**Black, Asian, minority ethnic and disabled people are currently underrepresented at eQS** and are particularly encouraged to apply.

Should you require any adjustments to support you in your application please contact us at [careers@e-q-s.com](mailto:careers@e-q-s.com).





## Key accountabilities & responsibilities:

### The Role

The successful applicant will be the primary point of contact between our clients, consultants, and the operations team. As project manager you are required to coordinate people and processes to ensure that our projects are delivered on time and produce the desired results at the highest quality. You will be the go-to person for everything involving a project's organisation and timeline.

Specific project manager responsibilities include developing detailed project plans, ensuring resource availability and allocation and delivering every project on time within budget and scope.

You'll be able to draw upon your previous background experience in business skills, management, budgeting and analysis. You should be an excellent communicator and comfortable managing multiple tasks; you also need to be a team player and have a problem-solving aptitude.

You will work closely with the Project Management team during your induction to gain the knowledge and insight to make a success of this role, and thereafter we work with a high level of autonomy and are results focused.

Your opinion matters, so we'll love it if you come to the senior management team with ideas on how we can improve our solutions.

We offer a hybrid working model; however you will be required to be in the office on some days, the ability to travel to our London office is required.

## Experience, knowledge, skills, and competencies

### Key Responsibilities:

- Managing client projects from beginning to end, ensuring they are delivered to timescale, budget and agreed scope, including attending project meetings.
- Creating project contracts and planning and directing the project work in liaison with the diversity consultants.
- Identifying, creating and editing the resources required to deliver the contract to the agreed scope and desired quality. Innovating new approaches and content/style ideas.
- Ensuring evaluation of the projects and consultant performance is carried out and working with the rest of the team to ensure evaluation measures are built into contracts. Together with the Operations Director and Head of Projects, acting upon feedback and spotting further opportunities.
- Building relationships with the diversity consultants and day-to-day liaison, ensuring they are kept up-to-date and supported in relation to project progress, timelines, and requirements.
- Client liaison and account management: acting as the first point of contact for our clients and ensuring they always receive positive, high-quality service and thereby contributing to client retention.
- Ensuring quality standards are met across all project activities (such as ensuring design of courses meets the expected standards).





- Raising sales and marketing opportunities with other team members, e.g. newsletter and case study content from existing projects; building skills in up-selling and cross-selling.
- Ensuring our internal project management systems are up to date with all relevant billable day, client and contract information
- Attend and contribute to our internal meetings and away days

### **Person Specification**

- You will be positive, practical and creative in your approach to your work with clients and with the team.
- You can work collaboratively, and you are a natural problem-solver.
- You are confident communicator and can demonstrate relevant previous experience.
- The pace of work is often high, as you will be responding to client needs. The successful applicant will be able to work to tight deadlines.
- You will be happy to take responsibility for managing your own workload, and for raising any workload issues with your line manager.
- You will have a genuine passion and belief that people are treated as equals, that people receive the dignity and respect they deserve and that their differences are celebrated.

### **Essential Skills and Experience**

We're looking for someone who demonstrates the following competencies.

- Experience of project and/or account management/coordination in a client-focussed environment
- Ability to provide high quality client service
- Ability to build rapport with colleagues, clients and consultants
- Clear, confident and influencing communicator and problem-solver
- Strong organisational skills and attention to detail
- Strong working knowledge of Microsoft Office
- Proven personal passion for EDI

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### **Visa Sponsorship for Overseas Candidates**

Unfortunately we cannot sponsor candidates from overseas for this position or accommodate candidates who wish to work at home for us, outside of the UK.

To apply for this position please send your CV and covering letter confirming that you can work Monday to Friday and that you can work from the London office on Wednesdays to [careers@e-q-s.com](mailto:careers@e-q-s.com).

