

Job title:	Junior Project Manager (Public Funded Programmes)
Department/Division	Programmes
Responsible to:	Head of International Programmes
Responsible for:	N/A
Salary:	£30k - £35k DOE
Main purpose of job:	
<p>The Junior Project Manager – Public Funded Programmes will support the successful delivery of publicly funded business support initiatives across Greater Birmingham. This role includes contributing to bid writing for new funding opportunities, coordinating project activities, liaising with partners, and ensuring effective monitoring and reporting.</p> <p>You will play a key role in ensuring projects are delivered to a high standard, in line with funder requirements and organisational priorities.</p>	
Key result areas:	
<p>The main duties and responsibilities of the role are:</p> <ul style="list-style-type: none"> • To assist in the preparation and coordination of funding bids, including gathering data, writing draft content, and supporting submission processes. • To support the delivery of public funded projects by coordinating activities, maintaining project documentation, and tracking timelines. • To act as a point of contact for day-to-day communications with delivery partners and stakeholders. • To work collaboratively with internal teams (e.g., marketing, finance, and relationship management) to ensure smooth delivery of project activities. • To monitor project budgets and expenditure in liaison with the finance team. • To assist in preparing progress reports and updates for internal stakeholders and external funders. • To maintain accurate records in line with contractual and audit requirements. • To support event delivery, including partner meetings, workshops, and stakeholder engagement activities. • To carry out other duties as required to support the success of the programmes and wider department. 	
Other:	
<p>Health and Safety To comply with the Health and Safety at Work etc. Act 1974 and to take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.</p> <p>Equality and Diversity To always carry out their responsibilities in line with Equal Opportunities Policy and Procedure.</p> <p>Confidentiality To maintain confidentiality of information relating to clients, staff, and other users of the services in accordance with the Data Protection Act 2018 and GDPR regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/ or prosecution.</p>	

General

This job description is not intended to be exhaustive. You may be required to perform any other duties as the organisation may require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the employer's organisation and interests.

Conditions

All offers of employment are conditional on you demonstrating your eligibility to work in the UK. Offers are also conditional on receipt of a minimum of two satisfactory references, covering at least the last three years on employment, with any gaps in employment history being explained satisfactorily. Whether references are deemed satisfactory is at the discretion of the organisation.

Knowledge, skills & experience (person specification)

Requirement	Essential	Desirable
Education	- Educated to degree level or with equivalent experience	- Professional project management qualification (e.g., APMP PFQ, Certified Scrum Master, or equivalent).
Knowledge required	- Understanding of public sector funding mechanisms and regional economic priorities.	- Familiarity with the Greater Birmingham regional context
Experience required	- Experience supporting projects or programmes, ideally within a public or third-sector environment - Exposure to writing or contributing to funding applications or tender documents - Experience working collaboratively with internal and external stakeholders.	
Skills and aptitude required	- Strong written communication skills, particularly for drafting reports or funding applications - Highly organised and detail-oriented with good time management - Able to use Microsoft Office confidently, especially Excel and Word - Good interpersonal skills with a collaborative working style	
Personal qualities	- Proactive and reliable with a 'can do' attitude	

	- Comfortable working under pressure and meeting deadlines - Aligned with GBCC's values: <i>We Care / We Are Curious / We Make a Difference / We Are a Partner.</i>	
Practical circumstances	-	-
Please note that all applicants must have the right to work in the UK. A full UK driving licence is essential.		

Declaration:

Completed by:

Manager name:			
Signature:		Date:	

Staff member name:			
Signature:		Date:	