

Job title:	Project Manager (Public Funded Programmes)
Department/Division	Innovate
Responsible to:	Head of International Programmes
Responsible for:	N/A
Salary:	£45000 to £50000
Main purpose of job:	
<p>The Project Manager – Public Funded Programmes will play a critical role in securing, implementing, and delivering publicly funded business support initiatives across Greater Birmingham. The role involves end-to-end management of projects, from concept to completion, ensuring alignment with GBCC’s objectives of driving business growth, supporting members, and fostering regional economic development.</p> <p>The role requires a proactive, relationship-driven individual who can identify funding opportunities, build strategic partnerships, and deliver measurable impact through effective programme management.</p>	
Key result areas:	
<p>The main duties and responsibilities of the role are:</p> <ul style="list-style-type: none"> • Develop and implement strategies to secure public funded business support projects from key stakeholders, including local and regional authorities and academic institutions. • Identify and pursue funding opportunities aligned with GBCC’s goals and the region’s economic priorities. • Build a robust pipeline of projects to establish the team as a leader in business support provision. • Build and maintain strategic relationships with organizations such as the West Midlands Combined Authority, Birmingham City Council, local authorities, and academic institutions. • Act as a primary point of contact for public funded programme partners, ensuring alignment of objectives and effective communication. • Represent GBCC at key events and forums to enhance the Chamber’s profile and influence. • Oversee the full lifecycle of public funded programmes, including planning, implementation, delivery, and evaluation. • Collaborate with internal teams such as Sales & Marketing, Policy, and Relationship Management to ensure smooth delivery of programmes. • Develop and monitor project plans, timelines, and budgets, ensuring compliance with funding requirements and organizational standards. • Track and report on key performance indicators and commercial metrics to assess project impact and performance. • Identify areas requiring intervention and adapt project plans to ensure successful outcomes. • Prepare reports for internal stakeholders and funding bodies, ensuring accuracy and alignment with contractual obligations. 	
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>	

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.

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., PRINCE2, Agile, or equivalent).
Knowledge required	- Strong understanding of public sector funding mechanisms and regional economic priorities.	- Knowledge of the Greater Birmingham region's business and economic landscape.
Experience required	- Proven experience in managing publicly funded programmes, including end-to-end project management. - Demonstrable track record of securing new projects and building relationships with public sector bodies. - Experience working collaboratively across internal teams to deliver complex projects.	- Experience engaging with stakeholders such as the West Midlands Combined Authority or Birmingham City Council.
Skills and aptitude required	- Proficient in managing budgets, resources, and reporting for public funded initiatives. - Strong interpersonal and communication skills, with the ability to engage and influence diverse stakeholders.	

	<ul style="list-style-type: none"> - Proactive and self-motivated, with the ability to work independently and as part of a team. - Analytical and strategic thinking skills, with the ability to translate data into actionable insights. - Highly organized, with excellent time management and prioritization abilities. - IT proficient, with experience using project management tools and Microsoft Office Suite 	
Personal qualities	<ul style="list-style-type: none"> - Collaborative, with a commitment to fostering a team-oriented environment. - Results-driven and commercially focused, with a passion for driving economic growth. - Resilient and adaptable, with a proactive approach to problem-solving. - Aligned with GBCC's values: <i>We Care We Are Curious We Make a Difference We Are a Partner.</i> 	
Practical circumstances	-	-
<p>Please note that all applicants must have the right to work in the UK. A full UK driving licence is essential.</p>		

Declaration:

Completed by:

Manager name:			
Signature:		Date:	

Staff member name:			
Signature:		Date:	