

We curate borderless tech teams
of all levels and tech stacks

We bridge the gap between an in-house and outsourced team.
Access the best of both worlds.



WE ARE HIRING

Project Manager

Employer/Client

A cutting-edge “growth platform” to empower small charities and non-profit organisations. Our mission is to provide the resources and support they need to grow and make a meaningful impact in their communities.

Location

London (Hybrid, 2 days in the office per week)

Work experience

2+ years

Type of employment

Contract to permanent

What is our client looking for?

As a Project Manager, you will play a vital role in team strategy. The role is both client and delivery team-facing, with the need to coordinate complex and evolving work scopes whilst managing multiple stakeholders’ expectations. Responsible for scheduling, coordination, and reporting of internal projects. We need adaptable people who share our values and are able to take on a wide range of responsibilities while also maintaining and delivering excellent quality.

Responsibilities:

- Develop and maintain comprehensive project plans, including milestones, timelines, cost and resource allocation.
- Own, run, and continuously improve the project management function, with a strong emphasis on owning Monday.com for project tracking and management.

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- Run, coordinate and oversee sprint ceremonies, project meetings and planning.
- Engage with clients, schedule work, ensure delivery to agreed timelines, and assist with setting expectations.
- Coordinate cross-functional teams to ensure project objectives are met.
- Monitor progress, proactively identify risks, and implement effective mitigation strategies.
- Report, as necessary, on progress with suitable tooling and escalations.
- Run and oversee agile project delivery, sprints and the delivery team.
- Coordinate the prioritisation of work based on customer needs and feedback
- Support the work of the Client Success team in facilitating onboarding, addressing issues/bugs, and helping with adoption and support.
- Generate project reports and analytics on performance to showcase productivity and identify focus areas.
- Effectively communicate project status, risks, and updates to stakeholders.
- Facilitate regular meetings and presentations to keep all parties informed and engaged.

Who you are:

- You are a highly motivated and driven individual with a strong work ethic. Our team is committed to going the extra mile, even if it means working long nights and weekends to achieve our goals.
- You strive for excellence in every aspect of work, consistently taking ownership of your outcomes and overdelivering on goals.
- You must have a humble attitude and be eager to learn whatever it takes to help your team and our customers succeed.
- You are competent, you have charisma, and you have worked in a client-facing-type role before.

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Experience and skill requirements:

- Appropriate industry qualification in project & product. For example: agile, scrum, etc.
- Education that demonstrates strong attention to detail, analytical and critical thinking.
- Proven experience in project management, product development, and testing, in particular, delivery of a SaaS platform.
- Excellent communication and interpersonal skills with the ability to explain technical details to a non-technical audience
- Demonstrated ability to lead cross-functional teams and drive projects to successful completion.
- Proficiency in project management tools and software.
- Organised, detail-oriented, and capable of managing multiple complex priorities and tight deadline
- High level of proficiency in real world use of Monday.com.

Desirable:

- Organised, detail-oriented. Able to juggle multiple priorities and deadlines.
- Experience with or in the not-for-profit or charitable sector.

Benefits:

- Competitive salary and benefits package.
- Opportunity to work with a passionate team dedicated to positive social impact.
- Flexible work environment and opportunities for professional growth.

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How to Apply:

To apply, please visit our careers site [here](#), or submit your resume directly to Alina (alina.m@ivy-tech.co) along with a 60 second video introduction explaining why you are interested in joining the company.

Thank you for considering a career with us!