

Project Manager - Research

Working hours: 35 Hours per week

Salary: £43,454 - £48,404 dependent on experience

Team: Research

Contract: Permanent

Line Managed By: Head of Project delivery

Location: Hybrid – Flexible home working with ad-hoc days in London (Chancery Lane)

Job Description

Prostate Cancer Research is seeking a highly organised Project Manager to support the planning, coordination and delivery of projects across the Research Team. The Research Team brings together translational and academic research activities, working with NHS, academic, industry and charity partners to accelerate improvements in prostate cancer diagnosis, treatment and patient outcomes.

The Project Manager will report to the Head of Project Delivery and work closely with colleagues across the Research Team, Corporate Partnerships Team and wider organisation to support the successful delivery of research and innovation projects. The postholder will support the planning, coordination and delivery of projects, ensuring effective governance, reporting and communication, helping to ensure projects are delivered in line with organisational priorities.

The role will provide project management support across a diverse portfolio of research, innovation and partnership projects. Working across projects at different stages of development, the Project Manager will support activities from initiation and mobilisation through to implementation, evaluation and close-out.

Current examples of programmes supported by this role include Prostate Progress and the Innovation Hub, although the postholder will work flexibly across the wider Research Team portfolio as organisational priorities evolve.

Key Responsibilities

Project Delivery & Coordination

- Coordinate the planning and delivery of research and innovation projects across the Research Team.

- Develop and maintain project plans, timelines, action logs and project documentation.
- Monitor project progress against agreed milestones and highlight risks, issues or delays.
- Support project mobilisation, implementation and close-out activities.
- Coordinate project meetings and ensure actions are appropriately tracked and completed.

Stakeholder Engagement

- Build effective working relationships with colleagues, partners and external stakeholders.
- Act as a central point of coordination across project teams.
- Facilitate project meetings, working groups and stakeholder discussions.
- Support clear and timely communication of project updates, actions and decisions.

Governance & Reporting

- Maintain project records, risk logs and governance documentation.
- Support the preparation of reports, dashboards and updates for internal and external stakeholders.
- Ensure project information is accurate, up to date and accessible.
- Support governance processes and reporting requirements across the Research Team.

Operational Support

- Work collaboratively with colleagues across research, data, finance, partnerships and operations.
- Support resource planning and coordination across multiple projects.
- Assist with monitoring project budgets, timelines and deliverables.
- Contribute to the continuous improvement of project management processes and tools.

Research & Innovation Portfolio Support

- Support the delivery of a diverse portfolio of research, innovation and partnership projects.
- Contribute to projects involving NHS, academic, charity and industry partners.
- Support programmes such as Prostate Progress and the Innovation Hub, whilst remaining flexible to work across the wider Research Team portfolio as priorities evolve.

Skills and Competencies

Our ideal candidate would have the following:

Experience

Essential

- At least 2 years' experience in project management, project coordination or project delivery roles.
- Experience coordinating projects involving multiple stakeholders and cross-functional teams.
- Experience managing multiple projects simultaneously with competing priorities.
- Experience maintaining project plans, action logs, risk registers and project documentation.
- Experience organising meetings, workshops or working groups and ensuring actions are progressed.
- Experience preparing reports, presentations and project updates for a range of audiences.
- Experience using project management and collaboration tools such as Monday.com, Asana or similar platforms.

Desirable

- Experience working within healthcare, research, academia, charities or other not-for-profit organisations.
- Experience supporting NHS, academic or industry partnerships.
- Experience supporting research, innovation or data-driven projects.
- Knowledge of project management approaches such as PRINCE2, Agile or APM methodologies.

Skills

- Excellent organisational and planning skills.
- Strong stakeholder engagement and relationship management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and ability to maintain accurate records.
- Ability to manage competing priorities while maintaining quality and accuracy.
- Ability to identify risks and issues and support their resolution.

- Confidence facilitating meetings, workshops, and cross-functional discussions.
- Proficient in Microsoft Office applications and project management software.
- Ability to work collaboratively within multidisciplinary teams.

Behaviours

- Purpose-driven, collaborative, and team-oriented.
- Committed to delivering impactful outcomes.
- Proactive, adaptable, and solutions focused.
- Comfortable working within a rapidly evolving environment.
- Able to work independently while recognising when to seek guidance or escalate issues.
- Committed to continuous improvement and high-quality delivery.
- Motivated by Prostate Cancer Research's mission to improve outcomes for men affected by prostate cancer.

How To Apply

Please apply by submitting your CV and a short supporting statement (maximum 600 words) outlining why you would like the role and why you think you'd be a good fit, giving examples of previous experience.

The recruitment process will consist of two stages. First-round interviews are expected to be held online. Shortlisted candidates will then be invited to attend a second-stage interview in person at our office in London. The second interview will include a written project management exercise designed to assess planning, prioritisation, communication and problem-solving skills.

For more information about the role, please contact our Head of Project Delivery - Celine Kowalska for an informal chat at careers@pcr.org.uk

For more information about our organisation and what we do, visit the Prostate Cancer Research website: [Home - Prostate Cancer Research](#)

The Prostate Progress webpage: [Prostate Progress - Prostate Cancer Research](#)

And the PCR online patient resource, [The Infopool: Home | Infopool](#)

PCR is an equal opportunity employer committed to diversity and inclusion. We welcome and encourage applications from all qualified individuals regardless of their race, gender, disability, religion/belief, sexual orientation, or age.

PCR are members of the Disability Confident Scheme and are Disability Confident Committed Employers. Find out more about Disability Confident at: www.gov.uk/disability-confident