

Position	Project Manager – 12 month Fixed term contract
Location	Hybrid/ London office
Reporting Relationship	CEO
Salary	£40k
Hours	Full-time. Can be worked flexibly. Some out of office hours working is required.

Role Overview

As a Project Manager at BEO, you will spearhead the successful execution of one of our flagship programmes, the F100 Growth Programme initiative, ensuring its seamless development, evaluation, and reporting to maximize its impact for entrepreneurs and our partners. As a Project manager at BEO, you may also have to deliver on future projects.

Main Responsibilities:

- Manage the entire lifecycle of Future 100 Growth fund programme, including development, refinement, evaluation, and reporting on targets, KPIs, and budgets.
- Manage programme risks, implement contingencies, and ensure successful delivery, maximizing benefits for entrepreneurs.
- Coordinate timelines and all associated variables for programme success.
- Collaborate with our corporate partners and BEO communications team to create media campaigns for programme promotion and to deliver regular updates on program progress and successes.
- Engaging with the Steering Group, workshop facilitators, mentors and alumni to promote the programme to young Black entrepreneurs across the United Kingdom.
- Provide regular progress reports to corporate partners, detailing achievement of KPIs and budget updates with support from the Head of Finance

Stakeholder Engagement & Community Development:

- Manage and support the mentors and alumni, co-ordination of the entrepreneurs, and workshop delivery teams through regular reporting.
- Maintain contractual relationships with workshop facilitators and ensure effective delivery
- Facilitate onboarding of businesses, mentors, and advisors, providing ongoing support and communication.
- Coordinate Programme Steering Group activities, engage with members, and lead the delivery team.
- Build and strengthen connections within the investor and startup ecosystem to cultivate a dynamic support network and facilitate programme collaborations.

Person Specification

Experience

- Demonstrable track record of managing accelerators, incubator programmes with multiple stakeholders and defined timescales, against ambitious targets and within budget and scope.
- Experience of developing a strong community to support the businesses and creating space within an existing ecosystem with an innovative approach.
- Experience of working in partnership with high-profile corporate funders, often at senior level.
- Experience of reporting on programme outcomes to senior stakeholders.
- Experience of developing programmes, including end-to-end planning, resource management and budget management, setting project timelines and action plans, and managing dependencies at all stages of programme delivery.
- Experience of risk management and mitigation in programme planning and delivery. Experience of budget management, administration and monitoring.
- Experience of working with Black young people from underprivileged communities. Experience working with volunteers.

Knowledge, skills, and abilities

- Ability to manage complex projects, often with competing priorities.
- Strong project management and delivery skills with a systematic approach to planning and strong attention to detail.
- Ability to develop and maintain positive relationships with multiple internal and external stakeholders.
- A strong team player who is calm under pressure and focused on project objectives.
- A demonstrable commitment to equity, diversity, and inclusion with a particular reference to anti-racism. A good understanding of the race equity field and a sensitivity and awareness of the marginalization of Black communities in the UK.
- A recognised project management qualification or training.

