



Project Manager

Lifepplus manufactures and distributes high quality nutritional supplements direct to customers and generates new sales through referral by its independent associates. Those Associates in turn receive a commission or bonus for the volume of business they generate based on a layered commission structure.

Reporting into the Head of PMO, this role forms part of a small PMO team created to help introduce a project way of working to Lifepplus. The role will be responsible for project delivery, but is also instrumental in helping Lifepplus adopt a lean project approach. The role is very people orientated; working with colleagues across the business in an entrepreneurial environment, helping embed repeatable project practice, in a smart and agile way, using plain English to engage.

As part of our journey we are rolling out two key project approaches across the organisation; Waterfall and SCRUM. This role will be expected to have hands on experience of both and be happy to help embed understanding of them with their project teams.

The project portfolio is diverse covering IT, legal, business process and marketing changes to help Lifepplus meet continuing growth. Our projects often include implementation of internally developed or 3rd party technical solutions.

The role will be working with stakeholders across 3 sites in the St Neots/Bedford area as well as teams and senior stakeholders based at Lifepplus HQ in the US. Lifepplus colleagues are passionate about what they do so building effective relationships is key – across the UK and US sites. You will be expected to be able to travel to all 3 sites as needed.

Role Purpose:

Responsible for managing the successful delivery of projects to agreed scope, quality and time.

Key Responsibilities:

- Working with stakeholders to facilitate a diverse range of projects across Lifepplus, including technical solution implementation, compliance and operational business change.
- Guide and facilitate stakeholders to agree project scope, goals and deliverables
- Work with stakeholders across the organisation who have no project background to identify project tasks, resource requirements and resource allocation
- Assemble and coordinate project teams
- Track project deliverables, and communicate status updates to stakeholders using appropriate tools

- Provide day to day direction and support to project team
- Monitor and report on progress of the project to all stakeholders
- Manage project risk and issues to ensure milestones and business-critical deadlines are met
- Partake in project evaluations and PMO project Health Check reviews as appropriate

Education and Experience

- Experience of working with stakeholders who may have never worked in a project way before.
- Experience of having to adapt your way of project delivery to meets an organisations culture.
- Experience of working in a start-up, or organisation that has a similar culture and level of organisational structure.
- Qualification in project management or equivalent
- Proven experience in delivering IT projects in a legacy environment that is lacking in technical capability and documented estate.
- Practical experience in Waterfall, iterative and Agile delivery and be able to coach colleagues in these approaches
- Minimum of 5 years of hands on project management experience
- Proven experience in risk management
- Proven experience in change management
- Proven experience of working with senior stakeholders including hands on Executives; understanding what makes them tick and how to communicate effectively with them.
- Experience of working with project resources who have a 'day job' - motivating them, helping them through delivery challenges.
- Experience of motivating people; bringing people round to finding a solution and build consensus.

Key competencies

- Excellent Change Management skills.
- Excellent stakeholder management skills; high level of emotional intelligence - ability to read stakeholders and adjust communication style accordingly.
- Ability to work in a smart way – only running meetings that are thought through and add value, creating 'just enough' documentation,
- A positive approach; always looking for solutions not 'problems' with a can-do approach.
- Critical thinking and ability to solve complex problems.
- Highly organised and able to prioritise workloads and meet deadlines.
- Excellent verbal and written communication and presentation skills
- Professional at all times, using a proactive and collaborative approach. An open flexible working style is key, with the ability to build trust and credibility quickly.
- Adaptable with the ability to work in a "start-up" environment; ability to cope with the unknown and unexpected, as well as the routine, and able to work with incomplete and conflicting information.
- Ability to navigate an organisation that is not highly structured in terms of having an 'organisation RACI'.
- Excellent MS Project, Excel, PowerPoint, Visio Skills

Key Relationships:

- Function Heads
- Senior Management including Exec Team
- PMO team
- IT Department UK & US

Working hours Monday to Friday 37.5 hours per week (Weekend work and European travel will be required)

This list of Roles and Responsibilities is not exhaustive and is not designed to limit or inhibit the way we work or how the role develops, it is intended to be a fluid document and indicates how we currently see the role.

- Please note: The successful applicant will be required to undertake a criminal record check.
- Please advise us in advance if you have any special requirements if you are asked to attend an interview.