

Job Description

Position: Programme Manager

Reporting to: Senior Programme Manager

Location: London

About The Storytellers

Not many businesses are growing in the current economic environment. We are.

The Storytellers are storytelling and business transformation specialists. We have worked with over 180 global organisations across multiple geographies to support a variety of engagement, change and development initiatives. Our methodology has been tried and tested through 17 years' experience and countless examples of measurable success.

At The Storytellers, we help leaders move their people to accelerate change and transform business performance. Working closely with our clients, our integrated programmes involve the co-creation of clear and emotionally compelling stories that bring people through complex journeys of change - built on narrative frameworks that leaders at every level can use as a tool to engage and connect the whole organisation.

Our diverse team includes vibrant talent from the consulting, strategic writing, creative and production world. We move at pace, we're fun to work with, passionate about what we do and the difference we make for our clients, their people and wider society. As we expand our business, we are looking for resilient self-starters who thrive in a fast-moving environment and are excited about joining a growing organisation at a pivotal moment in its evolution.

Overview

The Programme Management team is growing to support The Storytellers' ambitious business goals and looking to recruit a Programme Manager to join the team. We are currently in the process of developing and refining best practices, processes and tools so this is an opportunity to join our growing team at a pivotal moment. The Programme Manager will drive our ambition to facilitate outstanding client engagement, contribute to the shaping of the best practices, as well as manage complex large-scale programmes and interventions to time, budget and quality.

The Programme Manager will work alongside client delivery teams to drive the management and logistics of client programme delivery.

This role reports to the Senior Programme Manager.

Key responsibilities

- Provide smooth and consistent day-to-day programme management, ensuring programmes are delivered on time, within scope and to the highest quality
- Responsible for orchestrating client and internal rhythms and rituals and ensuring smooth and consistent communication to all stakeholders
- Responsible for the creation and management of the master delivery schedule with input from delivery teams
- Responsible for managing programme budget and commercial administration
- Coordinate internal and external resources for flawless delivery
- Primary representative for key internal operations meetings
- Ensure quality standards are upheld in line with The Storytellers' brand guidelines
- Contribute to visionary, inspiring pitches, proposals and programme documentation
- Actively participate in establishing and maintaining project management best practices across the business

Skills and experience

- Passionate, with an understanding of narrative and storytelling within a business setting, and a desire to adopt and champion The Storytellers' approach
- Proven programme management experience in agency or management consultancy, managing interdisciplinary internal and external (client) stakeholders
- Highly organised with excellent planning and prioritisation capability
- Quality focused with excellent attention to detail
- A lateral thinker who enjoys solving complex problems and is capable of dealing with ambiguous client briefs and unexpected challenges
- Ability to quickly build meaningful relationships at all levels, internally and externally
- Excellent command of English (verbal and written)
- A true team player, ability to work cross-functionally
- Intellectually curious, genuinely interested ('sponge', not 'rock')
- Naturally consultative; seeking first to understand, then to be understood
- Authentic and true to oneself
- Able to work in a fast-paced environment, with a solutions-oriented attitude
- Dynamic, making things happen, proactive self-starter with entrepreneurial spirit
- Highly ambitious, be committed to developing a long-term relationship with us, invest time and energy to become a key player in a dynamic and fast-evolving organisation

Requirements

- Eligible to work in the UK
- Internationally mobile (travelling)