

Job Profile

Project Manager

Department	Project & Bid Management
Location	Solihull
Reports to	Project & Bid Manager
Contract	Permanent
Hours	37 hours per week and operationally available to meet company requirements
Constraints (travel/ base/ working patterns etc)	You are expected to attend our offices for a minimum of 2 days per week and as required by the Company, for the proper performance of your duties or for specific meetings, events or training.
Salary	£40,000 per annum plus eligibility for company bonus scheme, contributory pension and benefits.
Date	July 2026

About us

At Energy & Utility Skills Group, our work matters.

Across energy, water, and waste, the UK faces a defining decade for workforce capability. The scale of infrastructure investment, decarbonisation, and the requirement for safe and resilient services depend on having the right skills, in the right place, at the right time.

We exist to ensure industry has the safe, skilled, competent, and future ready people it needs to deliver. As the trusted partner of industry, training providers, regulators, and governments, we operate at the point where policy, delivery, and assurance meet.

Over 70 members from across the UK form the Energy & Utility Skills Partnership. Collectively our members generate more than £120 billion in annual turnover and collectively employ over 200,000 people across the UK and support many more through extensive supply chains. Together, they power essential services that keep homes warm, lights on, water flowing, and waste managed.

This is a period of significant ambition and change for our Group. We are strengthening our influence, modernising how we operate, and raising expectations of pace, quality, and impact. We are looking for people who want responsibility, who are motivated by purpose, and who want their work to contribute to outcomes that matter nationally.

Our commercial activities include EUSR, the UK wide sector asset serving as the industry safety and competence register for more than 300,000 workers. Through a national network of over 200 training providers, essential and industry led training is delivered at scale. Our regulated apprenticeship and qualification offer continues to grow, and our consultancy services are widely recognised for their quality and impact.

If you are driven by delivery, curiosity, and the opportunity to shape the future workforce of the UK, we would welcome your application.

Find out more about our Group [here](#).

Our values

Together, credible and making a positive difference underpin all that we do. They are not just words on a wall.

Together: We are stronger together; by collaborating internally and externally we consistently deliver success as one high performance team.

Credible: Through a proactive approach and curiosity, we are specialists who combine ambition, innovation and impact. We are trusted by members, industry, customers, partners, governments and citizens.

Making A Positive Difference: Complementing our specialisms is our commitment to deliver and continuously improve. Ours is a great place to work, we individually and collectively play a pivotal role in delivering skills for the UK's future.

About the role

Reporting to the Project & Bid Manager, you will play a key role in planning and managing the delivery of projects, working with colleagues, members and partners to ensure successful project delivery and impact that delivers and supports the Research, Attract, Develop and Retain pillars of our 2025-30 Skills Strategy.

The Project Manager will be involved in all aspects of projects including day-to-day management and managing the six aspects of a project; scope, schedule, finance, risk, quality and resources.

About you

You will have demonstrable experience of managing internal and client-facing projects of varying size and complexity. You will be effective in working with a wide range of project team members at all levels of a project and the organisation and will be experienced in matrix managing project team members including contractors.

You will also have experience of building strong working relationships with a range of stakeholders including, clients, groups of members and colleagues, coupled with the ability to implement effective processes and project solutions. An understanding of the energy and utilities sector would be advantageous.

You will be digitally confident and curious, with clear examples of where digital capabilities have improved project delivery, efficiency or customer experience. Your analytical skills will be well developed and allow you to identify links across projects, capabilities and partners within the organisation.

Rewards

Join our growing organisation and you'll enjoy benefits including a generous holiday allowance, a company pension scheme, a performance bonus scheme and a Wellbeing Passport.

Job Description

Role Specific Responsibilities:

- Manage the day-to-day delivery of agreed projects including selecting appropriate tools, developing and managing the agreed plan through to completion and delivery of high-quality outputs, customer experience, and impact.
- Prepare and maintain schedules for projects, taking account of dependencies, risks and resource requirements and availability.
- Operate projects within the recognised governance framework, including roles, responsibilities, accountabilities, reporting and control activities.
- Identify and monitor project risk, planning, implementing, communicating and reporting on mitigations.
- Develop and agree budgets for projects, monitoring and controlling actual costs against them.
- Establish and manage project reviews, and on completion, evaluate lessons learnt to inform continuous improvement.
- Build and maintain strong working relationships with internal and external partners, including employer workstream group members, Senior Leadership Team (SLT) and colleagues, taking account of their levels of influence and particular interests.
- Deliver strong contract performance by monitoring and tracking project deliverables through timely and rigorous contract management, working proactively with the supplier and the contracting manager to ensure quality and delivery.
- Design and implement appropriate measures or processes to ensure the quality of outputs and customer experience, in line with requirements.
- Establish, and implement protocols to manage, control and, where required, change the scope of projects.
- Managing supplier/associate contracts to support delivery, taking responsibility for monitoring delivery and contract variation for these suppliers.

- Prepare, gain approval of, refine and maintain 'business cases' to justify the initiation and/or continuation of projects in terms of requirements, delivery plans, solution definition, benefits, costs and risks.
- Through experience and lessons learnt, contribute to development and maintenance of project tools and processes, ensuring quality and consistency across projects.

Additional responsibilities:

- Use CRM (Microsoft Dynamics) in line with company policy to manage customer data and relationships.
- Demonstrate alignment with the organisation's values through a collaborative approach, professionalism, and a clear focus on quality and impact.
- Commitment to continuous learning, taking ownership for personal and professional improvement and contribute positively to the culture and performance of the team.
- Ensure compliance with Energy & Utility Skills data protection policies and processes.
- Take reasonable care of your own health and safety and that of others in the workplace.

Key Measures for Success:

- Delivery of impact that aligns to the Skills Strategy.
- Internal and external partners kept informed
- Internal and external projects delivered in accordance with our Project Management process and agreed templates.
- Customer satisfaction and positive feedback from clients, partners and colleagues through the building of positive working relationships in line with our company values and behaviours.
- Support the continual improvement of our project management working practices by recommending improvements in line with best practice models.

Person Specification

Specification	Essential	Desirable
Education / Qualifications / Training / Knowledge		
APM Project Management Qualification (PMQ) or equivalent qualification or working towards achieving (to be completed within the first five months of working with us).	✓	
Work Experience & Skills		
Proven work experience as a Project Manager working across multiple projects with proven ability to delegate tasks as appropriate.	✓	
Experience in successfully planning and delivering project plans and providing effective reporting at organisational and project levels.	✓	
Experience of managing project budgets and resource to ensure delivery to budget and on time.	✓	
Experience of building and maintaining effective relationships at all levels both internally and externally.	✓	
Familiarity and experience of working with MS Dynamics and AI tools (e.g. ChatGPT, Copilot).		✓
Experience of working within skills, education, energy and utilities or a membership organisation.	✓	
Skills & Competencies		
Relating & Networking Establishes good relationships with customers and staff; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; manages conflict.	✓	
Presenting and communicating information: Exceptional ability to discuss and write clearly and succinctly, writes convincingly across a range of communications channels, presents and undertakes public speaking with skill and confidence, responds quickly to audience needs and projects credibility	✓	
Delivering results & customer expectations: Focuses on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and	✓	

productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.		
Planning & Organising: Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish complex and varied projects and tasks; monitors performance against deadlines and milestones.	✓	