

Job Description:

Role: Project Manager
Reporting to: Associate Director
Location: London Bridge and Client Offices
Start Date: July/ August
Package: As Offer Letter

Trivandi is a global leader in the delivery and operation of major events and venues. In our first six years we have signed 57 contracts to deliver highly prestigious events and venues in 21 countries around the world.

We have worked on events such as the Olympic Games, Super Bowl, Commonwealth Games, FIFA World Cup, World Expos and the Tour de France, as well as developing venues for the Eden Project, QPR FC, Twickenham (RFU), Urban Adventure, Brentford FC's New Stadium, the London Olympic Park and London Stadium.

We are an ambitious company which draws on the combined skills of the senior leadership team that successfully delivered and operated the venues for the London 2012 Olympic and Paralympic Games.

We are looking for a Project Manager to join our growing Venue Development team, operating out of our new London Bridge office. The successful candidate will work across a portfolio of projects and will report to one of our Associate Directors.

What are we looking for?

We are searching for a highly motivated, driven and dynamic individual who is willing to go the extra mile to help us continue to develop a world class business and provide first-class service to our clients.

You will have a great sense of humour, be incredibly resourceful and creative to come on this exciting journey with us. This is no ordinary job and you are no ordinary person. You are world class, exceptional and relish a challenge.

If you are this person, then please write to us and tell us why, with a copy of your CV. An application letter and CV should be submitted to recruitment@trivandi.com by 24th July 2019. Please note the evaluation for shortlisting will be made based on the letter and CV.

The shortlisting of candidates will take place on the 29th July, with Candidates notified of requests for interviews week commencing 5th August.

The position is available immediately.

The Application Process

There will be a 3-part interview process:

1. 20-minute Skype interview with a member of our team
2. 45-minute face to face interview with an Associate Director and Executive Director
3. 30-minute face to face interview with a second Executive Director

The Application Letter

Please set out clearly and concisely in the application letter the following attributes and examples:

- Experience in managing complex projects and where possible please include references to any specific sport, event and/or venue experience.
- Experience of preparing detailed Project/Development Briefs, Project Execution Plans, programmes (Gantt Charts), project controls and day-to-day client management.
- Where you have managed multi-disciplinary design teams (architects, cost consultants and engineering consultants)
- Examples of where you've taken the initiative and been resourceful in managing project issues.
- Examples of business development activities – promoting a company, networking, events, website, client care etc

Job Description - Project Manager

Provide Project Management services and capability across Trivandi's growing client portfolio of venue projects. The successful candidate will be responsible for developing, managing and coordinating client projects including the management of consultant relationships for a number of clients.

In addition to strong Project Management grounding, the chosen PM will also be expected to help define and shape venue projects, with an understanding of business planning, venue operation and design & construction disciplines.

The successful candidate will be responsible for taking ownership of the day to day project administration, design team coordination, project controls as well as reporting progress to the client.

Personal Skills, Qualifications and Experience:

The key knowledge, experience and qualifications we are looking for include:

- Qualified to at least degree level, preferably in a relevant property/construction or sport subject.
- Qualification/Membership of a professional body such as RICS, ICE, RIBA, APM etc preferred.
- Minimum of at least 5 years post-graduation experience.
- Experience of working on complex projects.
- Experience of working on sports and/or venues project would be an advantage.
- Experienced in the establishment and application of project processes/controls including programmes, reporting, risk & issues management, change control etc.
- Proficient in the use of IT and Microsoft programmes, including Project, Word, Excel, PowerPoint and iOS applications.

The key competencies and behaviors we are looking for include:

- Ability to manage complex projects.
- Able to use initiative and take ownership and responsibility.
- A quick learner and strategic thinker.
- A good understanding of the project development process from early stage feasibility through to design, procurement, construction and handover.
- Understanding of the sport/leisure/event sectors would be an advantage.
- First-rate organisational and clear concise communication skills.
- Attention to detail and high level of accuracy.
- Able to prioritise in a dynamic environment, handling multiple tasks and deadlines.
- Excellent relationship builder with ability to interact with a wide variety of internal and external clients, stakeholder groups and audiences.
- Demonstrates an ability to deliver excellent results.
- Highly proactive and self-starting.
- Strong numeric and financial capabilities.
- Sets high standards and is tenacious in getting the job done.
- Self-motivated and resourceful.
- Loyal and displays the highest levels of integrity and commitment.
- Strong communicator, empathetic across different audiences.
- Flexible and adaptable in a dynamic company.
- Assertive and confident.
- Able to deliver excellent results.
- Supportive and reliable team member.
- Open, friendly and approachable.
- Respectful of others.

If you are successful in this application we will invest in you, support and train you to be successful which will open up a world of opportunities.

Good luck and best wishes,

James, Paul and Jonathan



British Expertise International Awards:
International SME Business of the Year 2018 and 2019