

Project Manager

Job Description

Job Title	Project Manager
Salary	£30-34k depending on experience
Contract	Permanent, full-time (6 months' probation)
Reports to	Head of Transformation
Location	Ideally London (Aldgate area), but other locations are possible. Need to attend some meetings and events in-person.
Hours	Full time: 35 hours per week (open to 21-30 hours a week for the right candidate). We offer a family-friendly, flexible working environment, including hybrid working options, though the successful candidate would need to be able to attend events, including occasional overnight stays.
Annual Leave	25 days plus bank holidays
Pension	Employers 6% pension scheme or salary sacrifice scheme
Personal development allowance	£200 per annum
Closing date	5pm, Friday 6 th November
Interview date	1-hour interview w/c 16 th November.
Start date if successful	As soon as possible – early January 2026 at the latest

Social Enterprise UK

Social Enterprise UK is the national body for social enterprises.

We lead the world's largest network of businesses with a social or environmental purpose, working together to create a fairer economy and a more sustainable future for everyone. We exist to be a strong voice for social enterprise, demonstrating the difference that mission-led businesses are making in the world and influencing decision-makers to create an environment where this way of doing business can thrive.

We campaign on behalf of the social enterprise community, having led public policy for decades and helped to pass the Social Value Act (2012), using the mounting evidence from our comprehensive research to make the case for change. We drive cross-sector collaboration, working with private companies and public institutions to bring social enterprises into their supply chains, helping any organisation to create positive social and environmental impact.

Find out more at www.socialenterprise.org.uk.

About social enterprises

Social enterprises are businesses that trade for a social or environmental purpose and reinvest or donate more than half their profits to further their mission. There are more than 100,000 social enterprises in the UK, with a collective turnover of £78 billion and a workforce of 2.3 million.

Social Enterprise UK research shows the sector outperforming traditional business in terms of start-up rates, turnover growth and innovation. They are also ahead of the pack when it comes to workforce diversity and pay. For more information and statistics, see the [State of Social Enterprise 2025 report](#).

The Role

This role will provide support across SEUK, enhancing our delivery capacity at a time when we are implementing a new strategy. The Project Manager will own end-to-end delivery of projects and events run by SEUK, including coordinating activities relating to contracts SEUK has won, flagship annual events and smaller partner and stakeholder convenings.

This is a role for someone who is as comfortable building a detailed project plan as they are in connecting with stakeholders and partners. You will be both a planner and a doer, working across teams, managing external partners, and delivering events that elevate SEUK's impactful work.

Key Responsibilities

Project management

- Provide structured project management support across SEUK's key workstreams, including scoping, planning, tracking, and reporting.
- Lead end-to-end delivery of SEUK events, including SE Awards and a portfolio of smaller stakeholder and partner convenings including acting as the on-the day-lead.
- Develop and maintain project documentation to ensure transparency and accountability across the team.
- Create and maintain a project and events calendar to allow for proactive forward planning across the team.
- Proactively identify and escalate risks and issues with clear recommendations for resolution.
- Support the development & embedding of project management practices across SEUK.
- Capture outputs and outcomes for SEUK projects and activities, to allow for the tracking of our KPIs and impact management.

Stakeholder and partner coordination

- Manage relationships with suppliers and stakeholders to ensure projects are delivered on time, on budget, and to a high standard.
- Liaise with internal teams, external partners, and key stakeholders to coordinate inputs, manage expectations, and ensure commitments are met.
- Draft and manage partner communications for projects and events, maintaining a professional and collaborative tone consistent with SEUK's values and brand guidelines.
- Represent SEUK effectively in external-facing settings, including partner meetings, planning calls, and event environments.

Budget and resource management

- Plan and manage budgets for projects and events, tracking expenditure and flagging variances in a timely manner.
- Work with the Finance team to ensure accurate financial reporting and appropriate procurement processes are followed.

Person specification

Essential

- Experience in project management, with the ability to plan, track, and deliver complex workstreams across multiple stakeholders and suppliers, and on-the-day coordination for events.

- Strong partner and stakeholder management skills, with the ability to build trusted relationships and manage expectations under pressure.
- Excellent organisational skills, managing multiple projects without losing quality.
- The ability to pay attention to detail within an understanding of the wider strategic priorities of the organisation.
- A proactive, solutions-focused approach and a strong personal work ethic.
- Clear and confident written and verbal communication skills.
- Experience working in a small organisation or membership body where agility and self-direction are required.

Desirable

- Experience using Microsoft 365 tools, including Teams, SharePoint, Planner, or similar platforms for project coordination.
- A formal project management qualification (e.g. PRINCE2, APM, or equivalent).
- Knowledge of or interest in the social enterprise, charity, or wider social economy sector.

Application Questions

Alongside your CV, you'll be asked to answer the questions below. Each answer has a 5000-character limit, ideally responses **should be no longer than 250 words**. We'll score your CV and answers, so keep each answer concise and use specific examples that show how your experience and skills match the requirements of the role.

1. Managing Project & Partners

Tell us about a time you managed several projects or deadlines at once while relying on external partners or suppliers. How did you plan and track the work, how did you keep everyone informed and how did you ensure smooth project delivery throughout?

2. Event Delivery

Describe an event you were responsible for, from planning to delivery. Include the event's objectives, the format of the event, the number of attendees, the budget, your specific role, and one problem you resolved on the day.

3. Budget Management

Describe a project or event budget you were responsible for. How large was it, how did you track and report spending, and what did you do when costs changed?

How to Apply

Please complete the application [via Charity Job](#). All applications are anonymised before shortlisting, so your CV and answers will be assessed on their content alone.

We also kindly ask you complete our equality, diversity, and inclusion (EDI) monitoring form: <https://forms.gle/3DMZi6D69oZvkX626>. This helps us make sure our recruitment is fair and inclusive, in line with our equality policy and the Equality Act 2010. The form is kept separate from your application, and it is not seen by the shortlisting panel.

If you haven't heard from us within two weeks of the closing date, you have not been shortlisted. Due to the number of applications we receive, we will be unable to provide feedback at this stage. If you have any questions, please contact apply@socialenterprise.org.uk