

Job Description.

Name	
Job Title	Assistant Project Manager.
Reports to	
Location	Chana Projects Limited. Fell House. Shallowford Court, High Street, Henley-in-Arden, Warwickshire. B95 5FY.

About Us

We are an independent construction, heritage, and property consultancy providing professional services to the built environment.

Our core services are project management, construction management, surveying, and consulting & advisory, in addition to bespoke professional services. Our business is based in Henley-in-Arden in Warwickshire, but we operate across the U.K, with projects in the Midlands, London, North England, Thames Valley, and Oxford-Cambridge Arc regions. We work across several sectors, including the Arts & Culture, Education, Healthcare, Heritage, Local Government, and Real Estate.

At Chana Projects, we endeavour to create, innovate, and inspire in all that we do. Our firm belief is that people are the priority, which is why we proudly put our people first. We are keen to play our part in the preservation and celebration of our heritage and cultural assets to ensure they are there to be enjoyed by future generations, but equally support the creation and construction of new places and spaces. Our goal is to deliver our projects successfully, whilst being warm, fair, kind, and most importantly, have fun doing it!

About this role

We are looking for an Assistant Project Manager to join us and support our team in the delivery of their projects (and other day-to-day tasks) by assisting with client commissions generally. A key part of the role is to assist them in establishing and delivering both project specific and company-wide objectives. This role also covers supporting with business development initiatives and carrying out general office and administration duties.

As our work focusses on the delivery of projects, this is a hybrid role, and is split between the company office,

client offices, and project sites depending on the commission. However, working from home is actively encouraged as long as the role is being fulfilled.

Our business is keen to support the development of young people, and their understanding of project management within construction.

What is expected of you

The role is varied and flexible and the company is keen that the appointed consultant helps to shape the scope, however, as a minimum it will encompass the following requirements:

- Assist the project managers and senior management in establishing and delivering project specific objectives.
- Following training, mentoring and with support of management, assist with project governance tasks, for example:
 - Production of Project Execution Plans.
 - Project programmes.
 - Risk registers.
 - Producing and issuing meeting agendas.
 - Record meeting discussions and actions via minutes and site notes.
 - Site inspection reports.
 - Assume responsibility for the management of designated project tasks.
- Attend site visits and meetings as required.
 - Attend recommended training courses to support the role and designated responsibilities (all to be agreed)
- Support business development initiatives including but not limited to:
 - Help maintain the company social media activities.
 - Research new business leads and tender opportunities.
 - The development of business marketing documentation that can be used to help promote our business.
- General administration duties, for example:
 - Arrange meetings.
 - Arrange travel.
 - Responding to emails and telephone enquiries.
- General office duties, for example:
 - Opening postal correspondence.
 - Printing.
 - Refreshments for colleagues, teams and visitors.
- Potential to manage minor projects or work packages independently.

What we do to support you

- Flexible working.
- 20 days annual leave.
- Mentorship.
- Potential for additional study leave for exams (if relevant).
- Continued Professional Development and Training.
- Primary annual professional institution subscription.
- Business development opportunities, including representing CPL at a variety of events.
- Opportunity for financial wellbeing support.
- Support to develop new and innovative business practices.
- Provide you with any technology equipment you may need (laptop, headset, mouse, monitor etc)

Diversity, Equity, & Inclusion

We are committed to encouraging diversity, equity, and inclusion (DEI) among our workforce, and eliminating unlawful discrimination. Our business is a minority-owned SME, and we are passionate about championing DEI in all that we do. We have our own DEI policy and commitments, but we have also signed the CIOB's Diversity & Inclusion Charter to illustrate our ambition to make our industry fairer and more open to all.

What we need to see from you

It is essential that our Assistant Project Manager understands the need to maintain and enhance our reputation and conduct themselves appropriately, with a respectful and considered approach.

- Essential Skills
 - Excellent organisational and time management skills
 - Excellent IT skills (Windows & MS Office as a minimum)
 - Personable with good written and spoken communication skills.
 - Good interpersonal and relationship building skills, with ability to establish and maintain good working relationships with clients, stakeholders, and supply chain.
 - Basic understanding of project management in construction.
 - Self-motivated with ability to embrace new challenges, demonstrating a 'can-do' attitude.
 - Ability to operate autonomously and as part of a team.
 - Ability to demonstrate a flexible approach to work.
- Desirable Skills
 - Currently studying or interest in studying a degree in the built environment, construction, or project management.

- Keen to learn more about the construction, property, and heritage sectors.
- Good understanding of project management, with knowledge of core project management competencies.
- Completion of the APM's Project Fundamentals Qualification.
- Previous experience working in the construction industry, ideally with project delivery or project coordination experience.
- Previous experience working with construction contracts (e.g. NEC, JCT etc).
- Previous experience writing minutes, reports and presenting.
- Previous experience creating project governance documents.
- Desire to work or currently working towards a relevant professional qualification with RICS, CIOB, RIBA, APM, IHBC, or other construction discipline.
- Holds a full, clean, UK driver's license and has access to a car.
- Has a mobile phone which can be used as part of this role.