

## **Job Title: Project Manager – SPACES Division**

**Reporting line: Chief Commercial Officer**

**Contract type: Full Time**

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### **Role Summary:**

SPACES is the division of Full Vision that offers modular and bespoke stand build services to its organiser and exhibitor clients. This ranges from exhibitor packages and bespoke modular space only stands, to custom design and build stands, and organiser show floor feature stands.

The Project Manager role will oversee multiple strategic projects and ensure their alignment with Full Vision's vision and strategy. This position involves managing deliverables and milestones, co-ordinating new projects, overseeing lifecycle management, and implementing regular reporting mechanisms. A key focus will be team building, development, and knowledge sharing to ensure all Project Managers are aligned and supported. Close communications with all internal departments is necessary to align project deliverables and presenting a unified team.

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### **Key Responsibilities:**

- Lead and manage stand build projects across various portfolios and locations across UK and Europe.
- Attend site to lead and manage stand build projects to ensure supplier compliance, timeframes, and build quality to meet clients' expectations.
- Ensure projects are delivered on time, within scope and within budget.
- Source new stand build suppliers where necessary and manage their alignment with Full Vision standards and vision.
- Develop detailed project plans, including scope, objectives, timelines, and resource allocation.
- Create and manage detailed project P&L.
- Foster a collaborative and high-performing project team environment.
- Collaborate with other Project Managers to foster a culture of support and accountability.
- Think creatively and commercially and promote a can-do approach.
- Stay calm and steadfast, promoting the values of Full Vision.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Monitor and track project progress, providing regular updates to stakeholders.
- Identify and manage project risks, issues, and changes.
- Ensure Health and Safety regulations are managed and achieved on each project.
- Conduct post-project evaluations and identify areas for improvement.

- Assist in upholding ISO and ESSA standards, contribute to accreditation efforts, and prepare for audits.
  - Be the first point of contact for the team with potential issues on specific projects, maintaining a one team one goal approach.
  - Ensure you follow standardised procedures and workflows.
  - Liaise with suppliers and provide detailed information to enable them to deliver the best possible service
  - Procure services and create purchase orders to suppliers.
  - Liaise with venues to procure venue services, understand service rules and regulations and procure services as and when needed.
  - Carry out post project debriefs with the client and document findings to assist with the development of the client business going forward.
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## Qualities:

- Strong understanding of project management methodologies.
  - At least 2 years' experience in managing design & build stand projects.
  - Excellent leadership, communication, and interpersonal skills.
  - Ability to manage multiple projects simultaneously and prioritise tasks effectively.
  - Ability to manage suppliers and quality management processes.
  - Proficiency in project management software and tools, including Smartsheets.
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## Skills and Competencies:

- Strategic thinking and problem-solving abilities.
- Strong organisational and time management skills.
- Ability to work under pressure and meet tight deadlines.
- High attention to detail and commitment to quality.
- Excellent stakeholder management and negotiation skills.
- Ability to build and develop a cohesive team.
- Strong collaboration skills and the ability to foster a supportive and accountable team culture.
- Calm and steadfast demeanour, promoting company values.
- Commercial awareness and a creative, can-do approach.
- Happy to travel and deliver projects across EMEA.

## Benefits:

- Competitive salary.
- Opportunities for professional development and career growth.
- Collaborative and inclusive work environment.