

**JOB DESCRIPTION**

**Company Projects Manager**

**Vacancy Reference: 0711-24**

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| **Job Title:** Company Projects Manager | **Present Grade:** 7P |
| **Department/College:** Lancaster University Management School - Careers |
| **Directly responsible to:** Deputy Head of LUMS Careers (Work Related Learning) |
| **Supervisory responsibility for:** none |
| **Other contacts****External:** Regional/national/multi-national businesses in different sectors, including SMEs (Small and Medium sized Enterprises), public and private sectors, charities, etc., business stakeholder organisations such as chambers of commerce, etc. **Internal:**Business Partnerships and other professional services staff within LUMS and other faculties; careers and employability colleagues across the University; LUMS marketing staff, LUMS academic staff. |
| **The Role:**The main purpose of the role is to support the student projects function by engaging with employers to source and scope out suitable company-based research projects for Undergraduate, Masters and MBA and Executive MBA students, across Lancaster University Management School (LUMS), to consult on. The projects are a core, critical, element in the curricula and deliver invaluable consultancy training at a senior level to these cohorts while simultaneously showcasing our talent to employers across the UK. Over 400 LUMS students and 100 employers benefit each year. The post holder will seek out and engage with a variety of businesses, at executive level, through remote and face-to-face meetings, helping diagnose business issues and translating them into research/consulting projects for students to tackle as part of their programme of study. We aim to provide our students with projects that represent a cross-section of the economy. As such, the role holder will work across corporate, SME, B2C, B2B, third and public sector, etc.The role holder will be employed to: * Follow up on and instigate own leads. This may be by developing and maintaining strategic networks and relationships with companies/partners for the purposes of recruitment, as well as maintaining professional and collaborative working relationships with academic departments across LUMS
* Work with companies to diagnose/analyse their business needs and identify/advise which University programmes are suitable to fulfil those needs, providing practical support as required.
* Write and edit project briefs. This can involve negotiating the project aims/scope with the participating company to ensure it is relevant for the programme and feasible to undertake by students in the timeframe.
* Work closely with academic colleagues to ensure that the projects on offer align with the learning outcomes for the programmes.
* Deliver training to the relevant cohorts including consultancy skills and project management skills.
* Conduct client visits online and in person to support the businesses in preparing project briefs and supporting the Placement & Internships Officer in scoping internship opportunities.
* Develop networks and relationships with business partners and stakeholders in the region, highlighting the possibilities available and encouraging employer support of student experiential learning opportunities.
* Working with the course directors within academic departments to support the development of new academic offers.

**General*** Maintain the internal CRM system for student projects.
* Identify and signpost clients onto further support available throughout the University.
* Work with marketing staff to develop business recruitment campaigns.
* Work with internal staff to contribute to the content of marketing materials, newsletters and case studies.
* Respond to, and deliver on, university initiatives to support graduates within the region.
* Work collaboratively with other teams and individuals to develop a coordinated approach to external engagement within LUMS.
* To take part in, and contribute to, any School or departmental committees or steering group meetings which affect the strategic direction of student project activity
* To work collaboratively with student facing services across LUMS and the wider University to ensure that students are made aware of the services available in order to help them to facilitate student project performance
* Such duties, appropriate to the grade, as may be directed by your line manager or the wider LUMS Careers Leadership Team.
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