Updated October 2026

Job Description

Job Title:	Senior Project Manager
Responsible to:	Programme Manager
Functional Liaison with:	Estates, Finance, Health & Safety, Curriculum leads, and external contractors
Main Purpose:	Responsible for leading the coordination, planning, and implementation of projects across the Eastern Education Group, following a 'best practice' approach. Assist in managing workload in line with project timelines and budgets and contribute to progress reports for the Programme Manager.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Contribute to the definition and validation of project requirements, ensuring alignment with overarching project objectives and strategic goals.
- Take ownership of the preparation and ongoing management of project, implementation, and action plans throughout the full project lifecycle.
- Facilitate effective communication across projects by liaising with sponsors, key stakeholders, and cross-functional teams to ensure alignment and information flow.
- Actively participate in project governance, steering meetings, and formal reviews, contributing insights and supporting informed decision-making.
- Monitor project risks, issues, and interdependencies, ensuring proactive escalation and resolution to minimize potential impact on delivery timelines.
- Oversee key project administration tasks including document management, process adherence, and progress tracking, ensuring high standards of operational efficiency.
- Champion the consistent application of project management best practices and methodologies across the portfolio.
- Partner with the Programme Manager in the development of executive-level reporting, dashboards, and project documentation.
- Coordinate and track the execution of daily project activities, ensuring smooth operation of project office functions and timely delivery of key milestones.
- Serve as a key point of contact for project-related queries and documentation, ensuring accuracy and accessibility of information.
- Manage the administration and tracking of project proposals through the approval workflow, maintaining visibility of the project pipeline and status updates.
- Drive enhancements to project support processes, contributing to continuous improvement initiatives and increased delivery effectiveness.
- Champion sustainable practices within their teams, support the delivery of Climate Action Plan objectives and identify opportunities to improve environmental, social and economic sustainability within their area of responsibility.

- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.
- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	• A nationally recognised project management qualification.	• 5+ years' experience in a Senior Project Management/Lead role. • CDM training/qualification.	**I,A,**
Knowledge and Skills	• Construction background • Strong attention to detail with a methodical and organised working style. • Familiarity with project governance, documentation, and reporting processes. • Comfortable working with senior stakeholders and external contacts.	• Ability to support bids or tender documentation and submission. • Working knowledge of building regulations.	**A,I,P**
Experience	• 3+ years in construction-based project management role. • Experience using Microsoft tools, particularly SharePoint, Project, Excel, and Teams. • Previous experience supporting projects or programmes.	• Experience of education-based projects. • Experience with funding applications and spending requirements.	**A, I,**
Personal Qualities	• Strong communication skills – both verbal and written – with the ability to follow and explain project processes. • Effective time management skills; capable of handling multiple tasks and meeting deadlines. • Good interpersonal skills and a collaborative approach to working with others. • Proactive and responsible attitude towards work and deliverables. • Ability to work independently and as part of a team. • Able to engage colleagues in consultation and data gathering activities. • Flexible working attitude to facilitate project demand and deadlines.		**A, I,**
Training	• Willingness to attend, undertake any training or development as, or when appropriate. • Commitment to continuing personal development through continual professional learning.		**A, I,**

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

disability confident EMPLOYER
ABBEYGATE Sixth Form College
one Sixth Form College
WSC University Studies
WEST SUFFOLK COLLEGE
SEND

Conditions of Service

1. Holidays: 30 days, plus bank holidays.

2. New appointments to the College are subject to a twelve-month probationary period.

3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.

4. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)
In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities
In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS
The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £40 (Enhanced), and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.

Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities.

Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.