

Here.

Here Design
Project Director

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Who We Are

We are growing our team and want a full-time Project Director to join us Here.

Here is a company of thinkers, writers, designers and makers that work together to create beautiful and useful things.

We offer a fast-paced working environment working with fantastic clients, on a really wide range of projects. We share a belief in craftsmanship which stresses the inherent beauty of material, the importance of nature as inspiration, and the integration of utility and beauty.

In both our work and in our play, we believe in the value of life enriching culture. This begins in our studio with a cultural calendar of events and activities structured around the seasons. And continues in our work partnering with a wide range of progressive, luxury brand owners who value craftsmanship, good culture and intellect.

Who You Are

The Project Management team at Here Design are the linchpin of our studio, they're tasked with delivering an uncompromised first class functional service for our clients whilst adopting an intrinsically entrepreneurial approach to the way that its delivered. A successful candidate will be enriched with a self-starting attitude and present as a driving force for the opportunities they work on.

The ideal person for this role engages with:

Their imagination; having a creatively innovative perspective and applying this to the way they run their projects.

An enterprising approach; showing initiative and resourcefulness and using this for collective success.

An agile mindset; adapting to challenges quickly and frequently reassessing decisions made for maximum success.

We believe our business thrives on a relative balance of attention being paid to the human, commercial and creative aspects of our team and its output, the job requirements are therefore split to acknowledge each of these attributes:

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Who You Are (Cont.)

Human

- Collaborative approach to project management.
- Confidence in ourselves and empathy for the team that supports us in order to flex our approach to each individual scenario.
- Support our team, those immediately connected to us as well as the wider studio, bearing the appropriate workload in order to work together fairly.
- Responsive and supportive to our client's needs.
- Nurture and support the wider team in their respective decisions.
- Encourage and actively partake in the affirmation of others.
- Offer insight and advice to wider team based on experience in the role.
- Adopt a proactive approach in reaching out to more junior members of the team, recognising struggles and supporting those in need through this.
- Help to mentor and shape more junior members of the PM team as well as the wider studio; providing positive and constructive feedback and being open and approachable in order to become a go to reference point and support for those less experienced.
- Assist the Project Management Director with recruitment of junior members of the team, interviewing where appropriate and sharing thoughts and feedback.
- Develop strong bonds and actively create better ways of working across the different disciplines within the wider studio.

Commercial

- Be fully responsible for the project proposal and hold the process to account against this.
- Manage our over delivery, flagging when we're nearing fee spend to share responsibility of finishing job profitably and according to agreed scope.
- Report on project status through contact reports to internal and external teams.
- Seek out repeat business from current clients.
- Actively engage in new business opportunities.
- Apply a high level of organisational efficiency to the project process.
- Have confidence in financial acumen, demonstrating complete control of the projects financial position, working closely with the Finance team to keep this up to date.
- Strongly negotiate where appropriate to ensure an equal return on investment for both client and studio.
- Proactive management of a process which is integral to the development and growth of the studio.
- Effective resourcing when scheduling work to ensure were utilising the best team for the best results working closely with the Design Associates and Studio Manager on this.
- Build successful long-term relationships with clients.
- An evolving ability to anticipate and understand and solve issues and challenges before they become critical.
- Ensure revenue forecast is accurate on a regular basis and highlight any issues at the earliest opportunity.
- Monitor client effectiveness.
- Highlight PR opportunities from client business in conjunction with PR team.

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Creative

- Champion creative brief.
- Understand the wider creative opportunity within the creative brief and how we can utilise the best resources to stretch the client ambition.
- Facilitate the full integration of the Strategy department into our project work streams
- Engage the Makes and Production teams in the initial stages of the project.
- Encourage and actively introduce the Writes offer to our clients and use them successfully.
- Lead collaborative creative evaluations with the creative and client teams following project completion.
- Invest in the development of your creative awareness both internally and externally of the studio.
- Active engagement in the design work and challenge of the creative process in order to obtain the best solution from the team.
- Contribute to the creative experience of the studio.
- An exceptional eye for detail and cross referencing of the original brief when reviewing work prior to sharing with client.
- Actively push the design intent in new and exciting directions
- Encouragement of creative variety in our project scope.
- Representing the studio externally by seeking out and taking part in industry forums, discussions, talks and presentations.
- Explore innovative ways of adding to the creative process by engaging in external training and insight sessions.
- Adopt an imaginative approach, having a creatively inventive perspective on any challenge that arises.

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Details

- Core working hours 9:30am - 5:30pm
- 20 days holiday, with an extra 5 days after 5 years with us
- Studio closed between Christmas and New Year's in addition to holiday allowance
- Vitality health membership
- Cycle to work scheme
- Free weekly yoga
- Discretionary bonus
- Pension scheme

How To Apply

- Send your CV and portfolio to recruitment@heredesign.co.uk with the reference Project Director in your email subject.