

Project Delivery Operations Manager for a Social Enterprise Digital & Innovation Consulting Firm (maternity cover)

Basis of employment: 8 month contract (Maternity Cover)

Hours per week: 15hrs

Location: Home Based with visits to London or UK South-East for team collaboration (frequency tbc)

Reporting to: Operations Director

Close date for applications: 16th October, 2020

Start date for role: November 2020

Who we are:

We are an eclectic mix of innovation experts working with large global insurance companies who believe insurance is fundamentally a force for social good. We also believe in the power of innovation and customer-centered change. Our mission is to help insurers innovate and thrive, and our vision is a generation of insurers well equipped to serve and stabilise a fast-changing world.

We are also set up as a registered social enterprise, motivated by an underlying desire to use our profits to play a big part in addressing causes of poverty in third world countries. 90% of our distributable profit goes to such causes, with the other 10% being shared amongst staff as a profit share. Buy-in to our vision and purpose is an important part of feeling part of the team at Ninety.

Role purpose:

At Ninety, we have built a reputation in the industry for doing great work with our clients, and then doing great work with the profits. While our brilliant team of Consultants achieve these amazing results for clients, we strongly believe that it is essential that we have an equally strong support team behind them ensuring they can continue to deliver to such a high standard. As such, we are looking for a multi-tasking whizz to help manage our project administration. We are looking for someone with a strong eye for administrative detail and process and an ability to juggle many balls at once.

Job description

Project administration

Providing operational support to the Delivery Team through the following activities:

- Coordinating regular project check ins with the Delivery Management team
- Managing timesheets to ensure they are updated, correct and the information from them is inputted into the relevant projects
- Managing project planning systems
- Creating and sending client invoices
- Assisting the Delivery Director with resource planning
- Reporting to the Senior Delivery team on team utilisation and project profitability
- Coordinating project planning meetings (internal kick off meetings, project check ins and retros)
- Contributing to proposal process, for example with your knowledge of the resources available or contractual processes applicable.

Contractual process

You will be the contact point for client procurement/legal teams and will provide guidance on procurement negotiations to the Ninety project as well as the Senior team. Specific activities you will be involved in are:

- Coordinating procurement processes
- Negotiating contractual terms with clients (supported by Senior Ninety team)

Operational support

Although your focus will be on Delivery Operations, you may be asked to assist with company operations on an adhoc basis. Activities may include:

- Contributing to marketing content
- Updating the Employee portal

Who we're looking for:

- Ideally we'd like someone with experience of project administration for advisory / consulting projects (e.g. job codes, time sheeting, forecasting, budget reconciliations, invoicing, contracts – you need to be great at Excel and careful management of numbers).
- As a growing business, we are also looking for someone that likes a challenge and loves to get stuck in.
- Being socially motivated means that we value the human behind the role and we look for people that have a similar working style.

Hiring process:

We intend to filter CVs, hold brief initial VC interviews, then invite a handful of candidates to formal interview which may be in person (depending on regulations at the time). Please send your CV and a brief covering letter to contact@ninety.com.