



## WORK WITH US

### Job Description – Special Projects Manager, CEO's Office

October 2025

## JOB DESCRIPTION: SPECIAL PROJECTS MANAGER, CEO's Office

Location:	40 Queen Street, London EC4R 1DD
Salary and benefits:	£45,000-50,000 plus benefits
Responsible to:	CEO and SBC Executive Director
Contract:	Full-time, permanent contract. Hybrid working with 3 days in the office.

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### About the Chartered Association of Business Schools

We are the voice of the UK's business and management education sector. We support our members to maintain world-class standards of teaching, research, and enterprise engagement. Through dialogue with policymakers, business, and stakeholders, we inform government policy to help create the best possible environment for our business schools, the economy and wider society to flourish.

We are highly-motivated team that works within a fast-paced environment to deliver on our members' priorities:

- **Securing the financial sustainability of the UK's business schools:** supporting members and advocating for fit-for-purpose policy development to maintain the contribution of business schools to the UK's higher education sector and the economy.
- **Accelerating small business productivity and growth for the benefit of the UK economy:** developing capacity and promoting the role business schools play in improving SME performance.

Embedded across our work are our organisational core values:

- Community Building
- Agile Expertise
- Authentic Accountability
- Purposeful Impact

### Purpose of the role

We are looking for an outstanding Special Projects Manager in the CEO's office for a membership organisation who will act as a trusted lead for strategic, cross-cutting initiatives directly supporting the CEO's priorities.

You will be experienced in project management, reporting on and leading and delivering strategic and cross-functional projects driving strategic alignment and stakeholder engagement across the charity membership body.

## **Responsibilities of the role**

Lead and deliver high-impact projects that underpin the organisation's mission, strategic goals, and ongoing change programmes, working closely with the CEO and senior leadership team

### **Key responsibilities include:**

#### **Project Management**

- Manage full project cycles: planning, resource allocation, delivery, reporting and evaluation to ensure projects are within scope, on time, and on budget
- Translate strategic briefs from the CEO into actionable project plans and track progress against milestones
- Assess and recommend the viability of new project proposals to CEO and the Leadership Team.
- Identify, monitor, mitigate project risks, ensuring alignment with company objectives and compliance standards

#### **Relationship Building and Stakeholder Management**

- Build effective relationships with colleagues, members, stakeholders, and partners to support engagement and successful project delivery
- Prepare and present reports, updates, and findings to the CEO and board, supporting informed decision-making
- Foster a culture of learning, continuous improvement, and cross-team collaboration
- To act as the first point of contact for the CEO's office to deliver assignments and initiatives on behalf of the CEO as and when required

#### **CEO Office Management and Communications**

- Serve as a trusted advisor to the CEO on operational and strategic matters, ensuring effective prioritisation of time and resources.
- Act as Secretariat to the weekly meetings of the Leadership Team and the monthly Performance Review meetings.
- Conduct ad hoc research, analysis, and prepare reports, presentations, and briefings for the CEO and LT.
- Diarise, attend and minute key internal (providing main points of the actions from the meetings in word format) and external meetings (both in person and remote) and keeping external and internal teams up to date on progress
- Coordinate internal communications on key projects to ensure staff engagement and alignment with organisational goals
- Handle sensitive matters with discretion, ensuring the highest standards of confidentiality and professionalism.

## Person Specification

Candidates must be able to demonstrate that they meet the 'essential' criteria. **Applicants must have the right to work in the UK.**

### About you

This is a highly autonomous role that offers the opportunity to make a tangible and rapid impact to the CEO's office. It is a rewarding position that will suit someone with vision, enthusiasm and creativity, who enjoys working independently. The postholder will see the results of their work quickly, and will play a key part in strengthening the community internally and externally at Chartered ABS.

### Knowledge/Experience

We anticipate that the successful candidate will be able to demonstrate knowledge and experience of most of the following areas:

- Strong project management experience, with a track record of successfully delivering complex or cross-cutting projects
- Exceptional organisational and planning skills with the ability to manage multiple priorities in a fast-paced environment
- Excellent written and verbal communication skills, highly skilled at drafting reports, proposals, and presentations
- Comfortable working with senior leaders, boards, and external stakeholders at a strategic level
- Analytical mindset with the ability to interpret data, identify insights, and support evidence-based decision-making
- Collaborative and adaptable, able to work effectively across different teams and functions
- Experience of working within a membership body, network, association or professional body
- Experience of working within universities or business schools, desirable

### Behaviours and Competencies

- Organised and good time management
- A positive, friendly and professional disposition and strong interpersonal skills
- Ability to show initiative and take responsibility and accountability for work
- Excellent attention to detail and organizational skills
- Ability to work collaboratively and willingness to learn and develop
- High degree of professional integrity, discretion, and emotional intelligence
- High standards of integrity and a determined attitude and can-do spirit
- A willingness to support wider teams with projects where necessary

## Our Values

In return, we offer flexible working and a friendly, down-to-earth, hardworking and collegiate environment. We are located near Cannon Street offering a hybrid working of a minimum of 3 days per week.

Our values are very important to us at the Chartered ABS, guiding how we work with each other every day.



## How to Apply

Please apply directly to the advert link below with your **CV and cover letter** by **31 October 2025** to Flora Hamilton at [flora.hamilton@charteredabs.org](mailto:flora.hamilton@charteredabs.org), CEO and SBC Executive Director

The Chartered Association of Business Schools is an equal opportunities employer committed to creating an inclusive environment.

We welcome applications from people of all backgrounds and abilities. If you require reasonable adjustments at any stage of the recruitment process, please let us know of your requirements and we will be happy to discuss how we can best support you