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# Project Manager

## About Bright Ascension

We are a fast growing, innovative company changing the way that software is developed in the space industry. With customers across the world, ranging from universities and space agencies, to commercial organisations and start-ups, our core technologies enable our customers to develop and operate space-based systems and services faster, cheaper and more reliably. Innovation is at the heart of what we do and it is our team which drives that innovation; this is reflected in our commitment to employee ownership, which gives all of us a voice, and a stake, in our current and future success. With offices in Dundee, Edinburgh and Bristol we now have over 40 members of staff and plans to expand to a team of around 50 over the next 12 months. We are at a very exciting time in our ambitious growth plans and have fantastic opportunities for talented individuals to join our team.

## Job summary

We are looking for a Project Manager to help manage and coordinate both customer-driven and internal product development projects across the company, as well as helping with preparation of bid, tenders and proposals. As training and support will be provided as part of the role, candidates who are looking for an entry level role into Project Management are encouraged to apply, as well as those with previous experience who are looking to build on their skills. The role can be tailored to suit the experience level of the successful candidate.

As a key member of our team, you would be responsible for working closely with project technical leads to manage projects, reporting both internally and directly to customers. This role will also be responsible for the coordination of projects, helping to ensure that other members of the team are able to work most effectively on the highest priority activities. Working in a small team of Project Managers, you will report into the Programme Manager.

We see this role as being full time, although this is negotiable. Ideally we would like this role to be based in either Dundee or Edinburgh, to allow for regular interaction with the teams responsible for product management, business development, sales and marketing.

Project Manager responsibilities:

- Coordinate & deliver software engineering projects throughout their lifecycle.
- Support the development of comprehensive project plans that outline scope, objectives, timelines, resources, and deliverables.
- Assist in the definition of project goals, milestones, and success criteria in collaboration with stakeholders.
- Identify project resource requirements and allocate resources effectively to ensure project success.
- Monitor and assess project risks & issues throughout the project lifecycle, implementing proactive measures to address emerging risks.
- Manage project changes, including scope & schedule, assessing impacts on project contract, objectives, timelines, and resources.
- Collaborate effectively with cross-functional teams, both within Bright Ascension and with customers and partners.

- Maintain accurate project documentation, including project plans, schedules, budgets, project logs (incl. risk registers), and status reports.
- Identify opportunities for process improvement and best practices adoption based on lessons learned from past projects.

## Essential skills and experience

Any transferable skills from previous work experience, training and qualifications will be considered.

- Previous experience maintaining and monitoring plans, schedules, work hours, budgets and expenditures.
- Assessing, tracking, and managing risks and issues, and providing solutions where possible.
- Working alongside subject-matter/technical experts and teams to deliver a piece of work, ideally software.
- Organising, coordinating and participating in meetings, both internal team meetings and external customer/stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Understanding/experience of financial (budgeting, contract) processes.
- Collating information for, and updating progress reports in a timely manner.
- Knowledge of, or exposure to, the project management profession and processes (resource, finance/cost, planning, scope, risk, governance, quality, communications).
- Awareness of different project and software engineering approaches (waterfall, agile).

## Personal skills

We're especially looking for someone who:

- is highly organised and seeks to define process and structure to help you and other team members work efficiently and effectively.
- can quickly gain the trust and confidence of others.
- works well both independently and in a team as part of a fast-paced technical environment.
- possess strong verbal and written communication skills, both for internal and external, customer facing, interactions.
- is diligent, creative, and attentive to details.
- wants to make a strong contribution to the business, financially but also in terms of team culture and values. You enjoy making an impact and shaping how businesses operates.
- is consistently curious, is interested in learning new skills and is open to new ideas and ways of working.

## Desirable skills and experience

Given the potential breadth of this role, there are many additional skills which could be a bonus. You may have worked on small projects, or parts of larger projects, and may not have experienced the full project lifecycle or different project approaches (waterfall, agile).

Any previous experience of the following would be valuable but not essential:

- Working directly with software developers.
- Planning and managing any stages of a software engineering project, from design to documentation.
- Working to a specified development process and timeframe.

While you don't need a background in space or software, you would ideally have a keen interest in both.

## What we can offer you

- A competitive salary in the range of £30k-£42k depending on experience, with regular reviews.
- A fantastic opportunity to join a growing, innovative, employee-centred business pushing boundaries in the space industry.
- Flexible working based around core hours and options to work remotely or from one of our offices, enabling you to create your ideal work life balance.
- 36 days paid holiday per annum.
- 6% employer pension contribution.
- Company Sick Pay and Long-Term Sickness cover.
- Death in Service payment.
- As a member of the Bright Ascension team you would have a stake in the business through our Employee Benefit Trust which owns 13% of our business.
- Opportunities for international travel for exhibitions and trade shows.
- Investment in you and your skill development and the opportunity to attend relevant events and conferences to aid career / skill development.
- Company events and regular activities for social engagement and team building.
- An open, supportive, inclusive environment where you can explore your ideas and make a big difference to the product and business.

To apply please send your CV along with a Cover Letter to
careers@brightascension.com

All applicants should have the right to work in the UK.

Read more: **www.brightascension.com**