

JCI London 2019 Council

Roles & Responsibilities:

Project Manager

Focus of the role:

Lead a few smaller projects AND/OR contribute to larger programmes within these areas: business, training, social, community, and international.

Examples of smaller projects / programmes:

- International Peace Day (community)
- Christmas Dinner (social)
- Monthly members meetings (social / training / business / international / community),

Examples of larger projects / programmes:

- TEDx Square Mile (community)
- Start-up Academy (business)
- World Clean-Up Day (community)
- International Mentoring Programme (international/business)
- Corporate Membership Programme (business)

(the list of examples is not confirmed and may be amended, extended or turned around during the Council Strategy Planning Session)

Opportunities to step up:

- Construct a project plan and budget and present to the JCI London Board of Directors where needed
- Recruit a team to execute the project, where needed
- Manage the key external partnerships linked to the project, where applicable
- Ensure the project is run using the Event Management worksheet on the Drive. Become familiar with it and help other team members use it, to ensure that best event management practices are used
- Chair regular meetings and track progress and key actions throughout the project
- Ensure projects are linked to the JCI mission and vision and the strategic goals of JCI London. Also ensure projects increase value for members and increase the reputation of the chamber.
- Complete an After Action Review to capture key outcomes and learnings when the project has finished for knowledge transfer purposes

Skills you will develop:

- Project management
- Team leadership
- Communication and public speaking
- Budgeting and financial management
- Marketing
- Recruitment
- Networking and relationship management