



Project
Manager

Welcome

Dear Candidate,

We're delighted that you have expressed interest in joining the Starfish Team.

Starfish Search is an executive search and interim talent business with a strong commitment to social purpose. We have set out to be a different type of recruitment firm – one that is keen to challenge the perception of our industry through the partnerships we build and the way we support our clients at all levels. We want to strengthen the connection between the recruitment of great leaders and social change. We work across all sectors and our candidates, regardless of their professional background, all bring their social conscience to work.

Since we launched in March 2019, we have grown our client base rapidly and continue to do so. As a Project Manager at Starfish you will play a key role in supporting an agile and growing business; helping our Directors and wider senior team deliver the high-quality service that defines all aspects of Starfish to our clients and our candidates. The work will be interesting and varied, exposing you to a broad range of organisations and sectors.

We're looking for curious, enthusiastic and self-motivated team players with the skills to operate successfully in a customer focused environment that moves at pace. This role offers real scope for career progression – particularly if you are interested in developing your career in the recruitment, talent development or HR sectors.

You will need to be a natural problem solver with initiative and a demeanour that secures the confidence of colleagues and clients quickly. With strong desk research skills and ideally experience of providing administrative support within a customer driven business, you will be someone who can confidently multi-task and manage competing priorities.

Above all, we are looking for people with potential who will embrace the opportunity to play an important role in a fresh and dynamic company and who show a genuine interest in the clients and candidates we work with. We are committed to diversity and seeking applications from candidates of all backgrounds who meet the criteria.

To find out more on Starfish Search, please visit www.starfishsearch.com. To apply, please follow the guidance later in this pack.

The Starfish Team



About Us

Starfish Search was founded in March 2019 by Graham Goodwin (Chair), Juliet Taylor (CEO) and three Directors: Catherine Kift, Katy Giddens and Rob Stirk.

Since then, we have grown to a team of 23 and during that time have worked on over 300 assignments with a broad range of clients including:



Further information on who we are and what we do, please visit www.starfishsearch.com

The Role

Role Title Project Manager

Role Purpose To provide consistently high-quality administrative and project support across a range of assignments; to meet the needs of the client base and therefore the business by ensuring the smooth running of assignments.

Key Responsibilities

- Providing full Personal Assistant responsibilities to Directors, Partners and Principals who are leading delivery of assignments.
- Liaising directly with candidates and clients to ensure the smooth running of projects, including responding to candidate queries and scheduling meetings.
- Supporting the process of planning for assignment delivery and booking meetings and calls as required.
- Supporting with the identification of potential candidates and organisations to approach and ensuring that the search runs to time.
- Co-ordinating the provision of high-quality update reports for clients, as well as the preparation of longlist and shortlist reports.
- Regularly updating the CRM system to ensure that data is accurate.
- Liaising with Directors, Partners and Principals on CRM lists and data input.
- Actively supporting the executive search process by handling, recording and responding to interest.
- Managing diary commitments and travel requirements for Directors, Partners and Principals.
- Working with Directors, Partners and Principals to ensure that all emails relating to the delivery of projects are addressed.



Person Specification

Knowledge and Experience

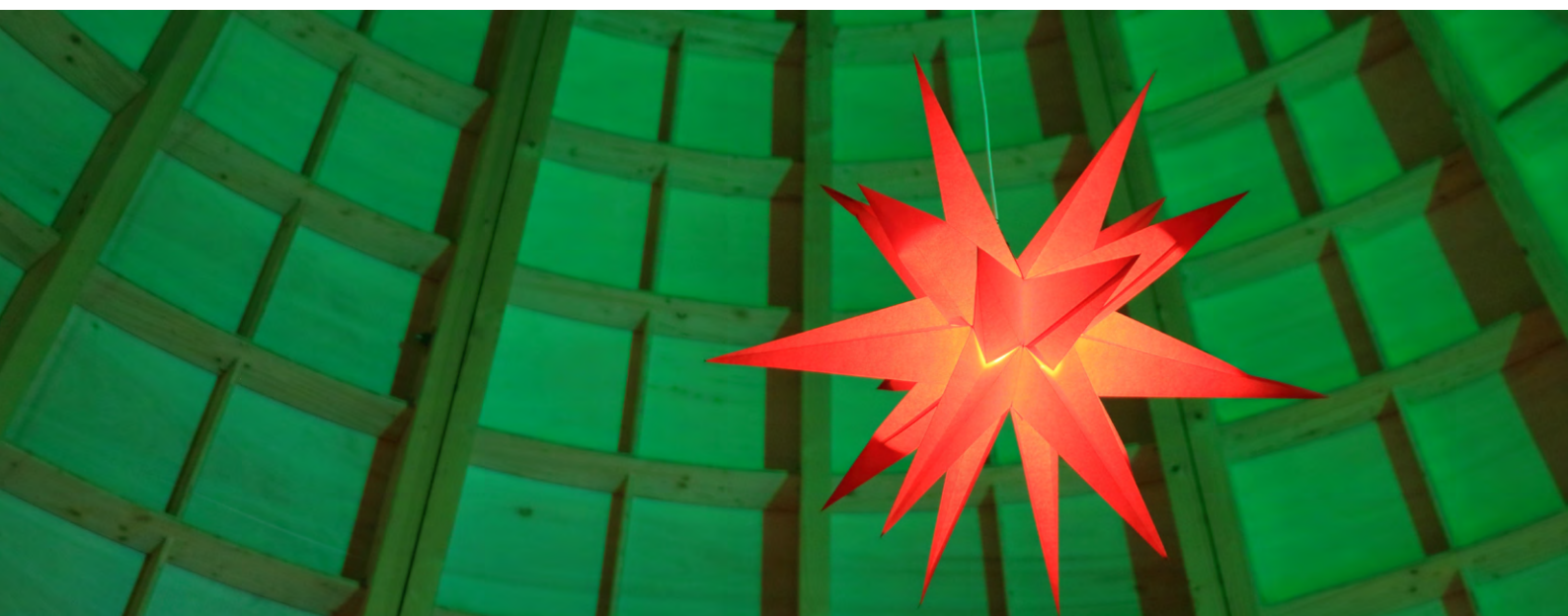
- Experience of providing high quality administrative support within a customer focused environment.
- Experience of multi-tasking and managing competing priorities effectively.
- Experience of using MS Office programmes.
- Educated to degree level is desirable but not essential.

Skills and Abilities

- Strong desk research skills.
- Excellent organisational skills with the ability to manage competing priorities and work effectively under pressure.
- High intellectual and analytical capacity.
- Outstanding communication and interpersonal skills.
- Excellent attention to detail and takes care to present information clearly.
- Resilient; focused style and calm under pressure.
- Absolute commitment to customer experience.

Attributes

- Curiosity.
- Positive outlook and a natural problem solver with initiative.
- Enthusiastic and self-motivated.
- Demeanour that secures the confidence of senior customers quickly. Genuine interest in the Not for Profit, Public & Social sectors.
- Keen to develop an understanding of executive search.
- Team player.



Terms of appointment

Salary

£20,000-25,000 dependent on experience.

Location

Airedale House, Albion Street, Leeds LS1 5AP.

Pension

5% employer pension contribution.

Annual leave

25 days per annum plus Bank Holidays.

Contract

This is a permanent full-time appointment although we will consider flexible approaches to its fulfilment.

Contract

Group life assurance up to four times salary, optional private medical insurance on successful completion of probationary period.

How to apply

To make an application, please email us at pmrecruitment@starfishsearch.com with:

- Your CV.
- A covering letter that tells us why you think this role is the right move for you and responds to what we are looking for.

Our commitment to Diversity & Inclusion

Starfish Search is committed to building a diverse and inclusive business that supports people to reach their full potential. We actively encourage applicants from underrepresented groups. If you need any adjustments made to the application process to accommodate your needs, please let us know.

We apologise that we will only be able to contact candidates who are successful in progressing on this occasion.