

Project Manager with Business Development (Maternity Cover)

Job title:	Project Manager with Business Development
Location:	Remote, with one day in the office in central London per week (TBC - in office optional?)
Terms:	6-months Maternity cover - from June to October/November
Salary/rate:	Contractor - £300 day rate

*This role is offered on a **day rate basis**, with **seasonal fluctuations** in workload. You can expect **peak periods of activity** during certain times of the year, with **quieter months** during the summer where the workload may reduce accordingly. On average during the maternity cover period, we forecast 3 days a week of work.*

About us: The Well HQ helps active women, and those who support them, gain knowledge and know-how to work with and not against their bodies so they can thrive in health, in sport, in life.

Led by Co-founders Emma Ross, Bella Smith and Baz Moffat we are on a mission to empower women across the lifespan, with the knowledge and wisdom they need to achieve health, happiness and success, whether in work, sport, family or life. Using our experience of working in elite sport, women's health and general practice, we want to improve body literacy in all women. We believe an understanding of how our biology and anatomy works, and how that influences body, behaviour and emotion has the potential to help women everywhere, in all walks of life, to capitalise on their untapped potential, reduce anguish and anxiety, and experience life in a new way.

About the role: We are seeking an experienced and detail-oriented consultant to join our team on a 6-month maternity cover contract. The successful candidate will play a crucial role in managing existing client relationships, overseeing project execution, and supporting business development efforts. This is a fantastic opportunity for someone with prior consulting experience who thrives in a fast-paced, client-facing environment.

Key responsibilities: **Client and project management**

- Oversee multiple client accounts and ongoing programmes of work simultaneously.
- Act as the primary point of contact for clients, ensuring regular and professional communication via email and meetings.
- Arrange and lead client meetings to discuss project progress, key milestones, and deliverables.
- Collaborate with our internal team to ensure projects are developed effectively, meet deadlines, and maintain high-quality standards.
- Submit project work on time and in line with client expectations.

Proposal and budget development

- Work closely with leadership and project teams to create tailored proposals for potential clients, ensuring the proposal reflects both project scope and potential business development opportunities.
- Develop project budgets based on standard work models, ensuring accuracy and alignment with client needs.
- Translate proposals into professional, visually appealing pitch decks for client presentations.

Key skills:

- Time management: Ability to manage multiple projects and deadlines efficiently.
- Professional communication: Strong written and verbal communication skills, with the ability to write clear, polite, and professional emails and proposals.
- Excel proficiency: Competence in creating and managing project budgets using Excel.
- Presentation skills: Experience in creating engaging presentations, ideally using Canva, with an ability to present proposals to clients.
- Attention to detail: Strong sense of brand consistency and high standards for quality in all work delivered.
- Relationship building: Ability to build trust quickly and develop strong relationships with clients and internal teams, while identifying new opportunities for business growth.

Ideal candidate:

- Previous experience in a consulting or client-facing role, with strong project management and business development skills.
- A proactive and adaptable individual who can work independently while collaborating effectively with teams.
- Strong problem-solving abilities and a strategic mindset to drive project success.
- Knowledge and experience of women's health, women in sport or allied field is desirable but not essential.
- Comfortable working from home, with a self-motivated and efficient attitude.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Contact us to apply

If you are a highly organised professional with a background in consulting or a similar client-focused role, we would love to hear from you!

Please apply by **4th April** to hello@thewell-hq.com with your CV and a cover letter outlining your experience and suitability for the role.

Candidates may be required to travel to London for an interview.