



# PROJECT MANAGER

## LOCATION

Lancaster (3 days)

## CONTRACT

Full-time, fixed-term contract – initial period of 6 months with potential extension to 9 or 12 months, or offer of permanent contract, dependent on business requirements.

## ABOUT EXP

We are EXP – an independent brand and digital consultancy working with ambitious businesses that demand results.

We combine strategy and creativity to solve problems and create flawless end-to-end experiences that keep customers returning for more.

Our core services are brand identity, brand strategy, brand content/ campaigns, website design, and website development.

We're a close-knit team based in Lancaster, delivering high-impact work for clients across commercial and not-for-profit sectors. Clients include Lancaster University, James Cropper PLC, Connect 2 Cleanrooms, Royal Westmoreland Barbados, and Mazuma, among others.

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## OUR SEARCH

We're looking for a Project Manager to join the team and help us deliver ambitious, creative, and commercially effective projects.

The ideal candidate thrives on organisation, collaboration, and problem-solving – and loves seeing creative ideas delivered smoothly from start to finish.

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## THE ROLE

You'll be the person who keeps projects moving – managing workflows, timelines, and budgets, while keeping communication clear and clients confident. You'll work closely with our designers, strategists, and developers to ensure projects are delivered on time, on budget, and to the highest standard.

You'll own project delivery while supporting the wider team in building strong client relationships.

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## KEY TASKS

Below are some examples of what you'll be doing:

- Manage multiple brand, design, and digital projects from start to finish.
  - Act as the key point of contact for clients, keeping them updated and engaged.
  - Develop project plans, budgets, and schedules – and make sure they're delivered.
  - Coordinate workflows across creative and technical teams.
  - Identify risks or challenges and resolve them quickly and calmly.
  - Ensure all deliverables meet both client expectations and agency standards.
  - Contribute to proposals, presentations, and process improvements.
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## MUST HAVES

Required skills and experience:

- At least 2 years' experience in a project management role, ideally in a brand, design, or digital agency.
  - Excellent organisational and communication skills.
  - Confident in managing budgets, timelines, and multiple projects simultaneously.
  - Familiarity with project management tools
  - A strong understanding of creative and digital workflows.
  - Detail-oriented, deadline-focused, and proactive in solving problems.
  - A genuine interest in creativity and how projects come to life.
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## DESIRABLES

- Experience working on brand or digital strategy projects.
  - Knowledge of agile or other project management methodologies.
  - A commercial mindset with an eye for opportunities to add value.
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## ESSENTIAL INFO

How we work:

- Full-time, 37.5 hours per week (part-time considered for the right candidate).
- 33 days annual leave, including bank holidays.
- Flexitime available from day one.
- Hybrid working: 3 days in our Lancaster office, 2 days remote.

Sadly, we're unable to consider freelancers or virtual assistants for this role. Applicants must have the right to work in the UK.

We do not intend to use recruitment agencies for this vacancy and ask that this role not be promoted without our permission.

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## APPLY

To apply for this position, please email [jobs@expconsultancy.com](mailto:jobs@expconsultancy.com) with a copy of your CV and a short cover letter explaining your experience in managing creative or digital projects, as well as your interest in joining EXP.

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