

# Role Description

**Role Title:** Project Manager  
**Department:** Commercial  
**Reports to:** Chief Commercial Officer

## About the role

Following our initial success of Pikl's growth in the property market, we are scaling operations and growing to meet our customer demand and expand to new markets. Over the next 12-18 months we will be scaling at pace and require a Project Manager to join the team.

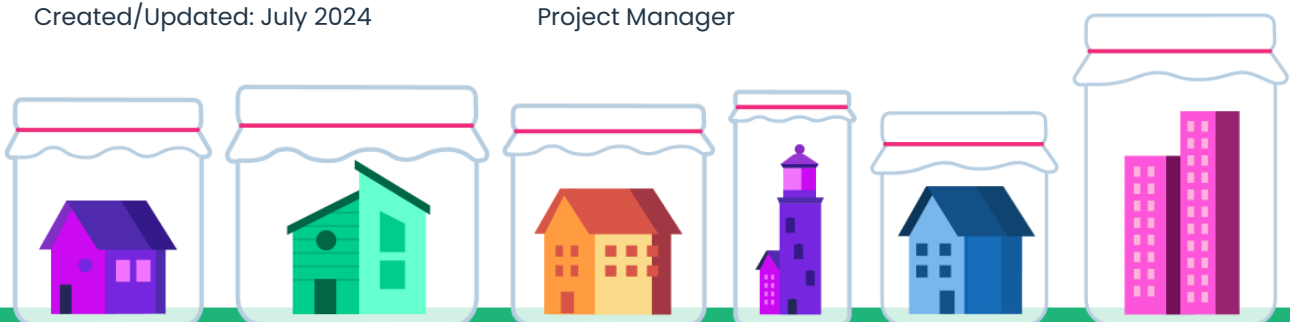
Initially you will report to the Chief Commercial Officer and have regular access to the CEO, CFO, and Senior Leadership Team.

## Key Tasks / Responsibilities

- Leading the planning and execution of key commercial and operational projects across the organisation
- Collaborating with various departments to define project scopes, goals, and deliverables
- Developing comprehensive project management plans that align with business objectives
- Preparing cost and ROI analyses for projects and updating them at each milestone
- Coordinating with stakeholders to identify and manage project dependencies and resources
- Identifying and addressing any blockers to project progress and escalating issues as necessary
- Preparing and presenting progress reports to senior management and other stakeholders

Created/Updated: July 2024

Project Manager



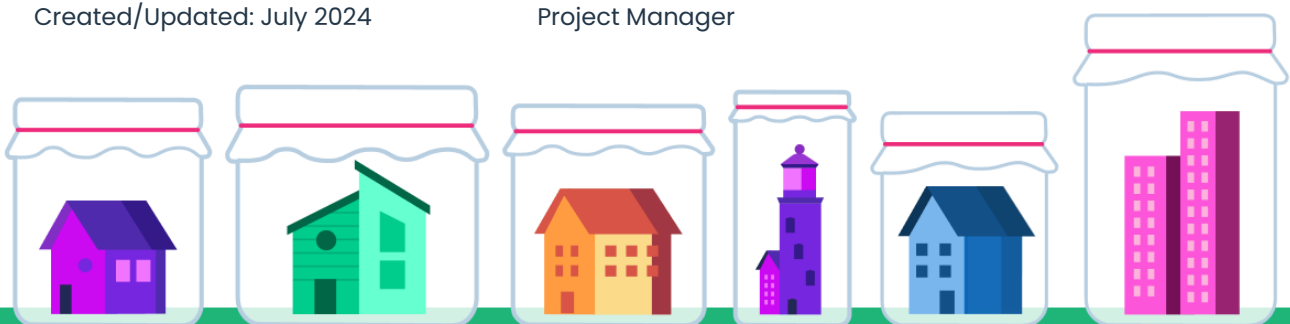
- Identifying and managing risks associated with project activities, ensuring effective communication
- Organising workshops and review meetings to ensure projects remain on track
- Planning and supporting partner integrations with our systems, acting as the main point of contact
- Managing multiple project management plans simultaneously and resolving any resource conflicts
- Handling change management requests and submitting them for approval
- Ensuring the successful delivery of projects within agreed timescales, budget, and quality criteria
- Ensuring compliance with regulatory requirements, including mandatory annual training
- Providing project management support for other key business initiatives as needed

## About you

- This role requires a professional with experience in managing business projects within a technical environment, capable of understanding technical scoping and delivery with product and tech teams
- Experience managing projects for software developments working directly with developers
- Experience of effective stakeholder engagement and management
- A background in both Agile delivery tools like Jira and Project Management tools such as Monday.com
- Experience working with commercial partners for integration projects
- Strong presentation skills, both oral and written, with the ability to effectively lead project meetings
- Ability to multitask and effectively manage multiple projects at any given time
- Critical thinker with the ability to problem-solve under pressure
- Excellent interpersonal and communications skills
- Flexible with the ability to adjust to changing priorities
- Knowledge of UK insurance products and market (desirable not essential)
- Good understanding of FCA and GDPR requirements (desirable not essential)
- Experience working within a start-up environment (desirable not essential)

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Project Manager



## Why work at Piki

- Flexible working conditions, access to an incredible in-person working space
- Support from an awarding-winning CEO & Founder
- Competitive Package with the possibility of Share Options
- Annual holiday entitlement of 28 days plus bank holidays
- 35 hour working week
- Death in service scheme
- Access to wellbeing services
- Compassionate Leave
- Enhanced paternity leave
- Training and development opportunities
- Social events

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