



**Role :** Key Projects Manager

**Grade :** Senior Associate

**Salary :** £32-38k

**Term :** Permanent

**Description :** The Key Projects Manager will work closely with the Head of Operations and Operations Manager within the Operations Team to support engineering in the close management of critical (strategic/high value) projects within Craft Prospect. Initially supporting the Versatile Optical Laboratory Testbed a joint CPL/ESA mission to demonstrate new operational concepts and technologies in quantum/optical communication and onboard intelligence. The Key Projects Manager will be expected to support oversight of both delivery and proposal time project management disciplines, supporting lead engineers to secure and deliver their projects effectively.

*The company seeks to develop a diverse and inclusive team, and encourages applications from all backgrounds. In recognition that different groups may respond to job specifications differently and that our talent pool can come from all quarters, we seek to minimise the number of prerequisites in any role and rather recruit for attitude, and ability to positively contribute to our small but growing team and our work. We are an equal opportunities employer and can welcome interviewees with a range of accessibility needs, please let us know any requirements you may have.*

**Prerequisites :** 4+ years of project management experience in technical environment

Experience of managing large complex projects with onsite and offsite (subcontracted) engineering teams

**Responsibilities :** Project management on one of the company's key projects

Delivering value for the business by optimising efficiency of project execution

Ensuring contract deliverables are achieved, providing regular updates

Managing project risks and issues

Maintaining project schedule information (Gantt chart)

Providing weekly updates to customers, demonstrating progress and control

Directing and managing inputs from project partners

Dealing with changes to the project as and when necessary

Tracking project costs and variance  
Ensuring quality standards are met  
Producing WBS and Work Package Descriptions  
Evaluating project progress monthly and reporting to senior management  
Coordinating content for bi-weekly Sprint reviews  
Supporting shipment of goods, including export control compliance  
Overseeing timely invoicing of milestone payments  
Supporting project closedown and archiving of project records

**Line Manager :** Head of Operations

**About us :** Craft Prospect is a young engineer-led company in its seventh year having consistently grown revenue and receiving over £1.3Mn in investment, picking up a number of awards and recognitions along the way. In May 2023 we announced our flagship VOLT mission, a c. £10Mn value mission supported by UKSA/ESA demonstrating advanced technologies in quantum/optical communications and onboard intelligence. We work on projects for commercial customers and space agencies, as well as cutting edge R&D in AI and quantum technology. We want to develop our employees to become stakeholders within the organisation, and as such are Employee owned through an ownership trust and look to work within a team leading projects and developing future space mission concepts to make a positive impact. Our diverse team includes former leads of national space missions, experienced industry professionals, and applied researchers.

See more at: [www.craftprospect.com](http://www.craftprospect.com).

**Benefits :** 4 day week option at 80% FTE (Tu-Fr)  
Up to 16% pension (matched salary sacrifice)  
Wellbeing and personal development budget  
Tailored training both internal and external  
Yearly team strategy and away days  
Employee share ownership scheme

**Location :** Glasgow, UK

**Start :** Q1 2024

**Application :** Applicants should email a **cover letter and CV** to [recruitment@craftprospect.com](mailto:recruitment@craftprospect.com), using reference 23-01062.