

Job Family:	Project Sherwood
Job Title:	Junior Project Manager
Banding:	3a
Summary:	<p>To support delivery of the Sherwood Core Banking Transformation Programme through effective programme coordination, planning support, governance administration, and readiness management activities.</p> <p>The role holder will support the Programme Manager and PMO by maintaining programme plans, coordinating workstream activities, tracking dependencies and actions, consolidating delivery materials, and helping ensure readiness activities are effectively managed across the programme.</p> <p>The role will work closely with Business Analysts, SMEs, Test Analysts, operational teams, and third-party suppliers to coordinate delivery inputs, support governance activities, and maintain visibility of programme progress, risks, dependencies, and readiness status.</p>
Purpose:	<p>Support maintenance of programme plans, milestones, delivery activities, and dependency tracking across multiple workstreams.</p> <p>Coordinate actions, updates, and progress reporting across programme teams and stakeholders.</p> <p>Assist with planning, scheduling, and coordination of implementation, migration, and readiness activities.</p> <p>Track programme progress, risks, issues, assumptions, dependencies, and outstanding actions.</p> <p>Support coordination of programme meetings, governance forums, workshops, and steering activities.</p> <p>Capture and maintain meeting minutes, decisions, actions, and follow-up activities</p>

What I Do:	How I Work:	What I Can Do:
<p>Programme Coordination & Planning</p> <ul style="list-style-type: none"> Support maintenance of programme plans, milestones, delivery activities, and dependency tracking across multiple workstreams. Coordinate actions, updates, and progress reporting across programme teams and stakeholders. Assist with planning, scheduling, and coordination of implementation, migration, and readiness activities. Track programme progress, risks, issues, assumptions, dependencies, and outstanding actions. Support coordination of programme meetings, governance forums, workshops, and steering activities. Capture and maintain meeting minutes, decisions, actions, and follow-up activities. 	<ul style="list-style-type: none"> Works in a structured and organised manner with strong attention to detail. Communicates clearly with both technical and non-technical stakeholders. Builds collaborative working relationships across programme and business teams. Maintains accurate documentation, reporting, and delivery tracking. Takes a proactive approach to coordination, planning, and follow-up activities. Is adaptable and able to support multiple workstreams and priorities simultaneously. Demonstrates ownership, accountability, and strong organisational skills. Operates effectively within structured programme governance environments. 	<ul style="list-style-type: none"> Experience in a project coordination, PMO, junior project management, programme support, or delivery support role. Strong organisational, planning, and administrative skills. Ability to coordinate activities across multiple stakeholders, business areas, and delivery teams. Experience maintaining plans, trackers, RAID logs, governance documentation, and delivery reporting. Strong communication and stakeholder engagement skills. Comfortable supporting workshops, governance meetings, planning sessions, and programme forums. Strong documentation and reporting skills using Microsoft Office tools. Ability to manage competing priorities in a fast-paced transformation environment.
Governance, Reporting & PMO Support		

- Support the Programme Manager and PMO with governance administration and programme coordination activities.
- Prepare reporting packs, status updates, RAID logs, governance papers, and programme documentation.
- Maintain structured and accurate programme documentation, trackers, and document repositories.
- Produce and maintain programme reporting, readiness updates, and delivery status information.
- Assist with management and coordination of programme deliverables, deadlines, and reporting cycles.
- Support audit, traceability, and evidence management activities where required.

Readiness & Delivery Support

- Coordinate programme readiness activities across business and delivery workstreams.
- Maintain and track readiness actions, dependencies, implementation activities, and transition milestones.
- Support consolidation of readiness materials including SOPs, process documentation, training collateral, communications, and operational guidance materials.
- Work with Business Analysts, SMEs, and business stakeholders to ensure programme deliverables and readiness artefacts are completed and maintained.
- Help track completion of readiness activities including training coordination, operational sign-offs, business acceptance activities, and go-live preparation tasks.
- Assist with implementation, Hypercare, and post-go-live coordination activities.

- Experience supporting transformation, implementation, operational readiness, or change delivery activities would be beneficial.
- Experience working with Business Analysts, SMEs, testing teams, or operational stakeholders within delivery programmes would be advantageous.
- Experience within financial services or regulated environments would be beneficial.
- Desirable: Experience supporting large-scale system implementation or transformation programmes.

Desirable

- Experience working on **core banking platforms or system transformation programmes.**

Stakeholder & Workstream Coordination

- Work collaboratively with Project Managers, SMEs, Business Analysts, Test Analysts, operational teams, IT, and third-party suppliers.
- Support communication and coordination across impacted business areas and programme workstreams.
- Help identify, track, and escalate programme risks, blockers, gaps, and delivery concerns.
- Support alignment and communication between programme delivery teams and operational stakeholders.