

JOB TITLE	Trainee Project Manager
DEPARTMENT/TEAM	Technology & Change

OUR HISTORY

Hansard Global Plc is a listed company on the London Stock Exchange since 2006. The focus of the Hansard group is the international sale of life assurance products with a primary focus being on unit-linked products to expatriate customers based in various countries around the world. There is a truly global feel to Hansard, with a workforce based across the Isle of Man, Ireland, Malaysia and Japan working together to achieve our goals.

Please visit [Hansard.com](https://www.hansard.com) for further information.

THE ROLE

As a Trainee Project Manager, you will support the successful delivery of projects across the organisation while developing your skills and experience across the full project lifecycle. Working alongside experienced project managers, you will gain hands-on exposure to a variety of project types and build a strong foundation in project delivery and change management.

In this role, you will contribute to the effective application of the Change Management Framework, maintain key project controls such as RAID logs, and ensure project documentation is accurate, complete, and appropriately governed. You will also have the opportunity to take ownership of smaller workstreams or deliveries, providing a structured pathway to develop your capability. This role offers a supportive environment, exposure to diverse projects, and the opportunity to grow into a confident and capable project professional while contributing to successful organisational outcomes.

KEY RESPONSIBILITIES

- Assist in the delivery of a range of projects, including IT initiatives, product launches, and process improvements, ensuring alignment to organisational priorities.
- Maintain project governance artefacts, including risks, assumptions, issues, and dependencies (RAID), ensuring they are clearly documented, regularly reviewed, and actively managed in line with the Change Management Framework.
- Support project performance monitoring by tracking progress against scope, timelines, budget, and benefits, escalating risks or variances where appropriate.
- Contribute to financial management activities, including cost tracking, forecasting, and the preparation of estimates for approval.
- Support quality assurance to ensure all deliverables and documentation meet required standards and governance requirements.
- Assist in managing stakeholder relationships, ensuring clear, consistent communication and building effective working relationships with internal teams, suppliers, and external partners.
- Support supplier management activities, including performance reviews and ensuring compliance with organisational policies and governance standards.
- Coordinate dependencies across workstreams, helping to identify and manage cross-functional impacts to support successful delivery.
- Contribute to project meetings, prepare materials, capture key decisions and actions, and escalate issues as required to support effective decision-making.
- Promote the use of best practice frameworks, tools, and standards to enable consistent and effective project delivery.

PERSONAL AND PROFESSIONAL REQUIREMENTS

SKILLS AND EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Knowledge of a change framework	Essential	CV/Interview
Working towards or willing to pursue a recognised project management qualification e.g. PRINCE2 Foundation, AgilePM	Desirable	CV/Interview
Organised with good time management and capable to adapt in a busy working environment	Essential	CV/Interview
Experience in budget management to include recording and tracking expenses	Desirable	CV/Interview
Ability to take meeting minutes and track arising actions	Essential	CV/Interview
Able to communicate in various styles for maximum impact and accuracy	Essential	Interview
A team player who can work across various cultures	Essential	Interview
Strong attention to detail with a commitment to accuracy in all work produced	Essential	Interview
Strong verbal and written communication skills in English	Essential	CV/ Interview
System Knowledge		
Competent in Microsoft applications, including Word, Outlook, Excel, PowerPoint and SharePoint.	Essential	CV/ Interview

OUR VALUES AND BEHAVIOURAL COMPETENCIES

We are passionate about how we do things at Hansard and in supporting an environment where our people can thrive.

Built around our core values of **Respect, Integrity, Quality, Trust** and **Innovation** and guided by our behavioural competencies, it's important that you play your part in supporting our Culture and execute your key responsibilities in line with these Values and Competencies.