

## JUNIOR BUSINESS ANALYST & PROJECT MANAGER

**JOB TITLE: JUNIOR BUSINESS ANALYST & PROJECT MANAGER**  
**CORE HOURS REQUIRED: 40 HOURS PER WEEK, HYBRID**  
**SALARY: £25K+ PA & BENEFITS**

### PRIMARY RESPONSIBILITIES

- Gathering information for project briefs and requirements
- Getting involved in specific tasks on a variety of projects
- Working with teams to identify and recommend process improvements
- Supporting workshops to create process maps using Visio
- Engaging with stakeholders to translate business requirements into a roadmap
- Ensuring stakeholders are regularly updated on project and development progress
- Implementing and following the Neg Earth Lights best practice project management processes, working within budgets and deadlines
- Highlighting project delivery risks to the Business Systems Manager
- Ensuring compliance with Data Security principles such as GDPR regulations
- Supporting the testing of new system releases, ensuring the continuity of key functions in release to live systems

### YOUR SKILLS, QUALIFICATIONS & EXPERIENCE

- Knowledge of agile project management methodology is desirable, however, training will be given
- Demonstrable proactive approach, a can-do attitude and able to work under own initiative
- Curiosity and analytical skills
- A keen interest in how things work and how to improve them
- Knowledge and experience of project management techniques or group projects
- Pro-active problem solver with meticulous attention to detail
- Great interpersonal skills to build and maintain effective relationships
- Advanced Microsoft Office skills
- Some knowledge of process and flow chart documentation
- A demonstrable track record of getting stuff done whilst managing competing pressures and deadlines and retaining an eye for detail and quality (Work or study experience)

### TO APPLY

Fill out our application form on the website or send your CV & cover letter along with answers to questions below to [people@negearth.co.uk](mailto:people@negearth.co.uk).

- 1) Are you eligible to live and work in the UK?
- 2) Will you require sponsorship to continue to live and work in the UK in the future?
- 3) We are based in NW10 7LT. Please confirm that you are/will be within commutable distance to NW10 7LT.
- 4) There is a requirement for the ideal candidate to be flexible around working hours as this role will require weekend work on rota. Is this something you would be comfortable with?
- 5) What is your current notice period?