

# FURCATION RECRUITMENT

## Role: Assistant Project Manager



## Description

As an assistant project manager, you will be working alongside myself, the chairman and vice chairman to make sure furcation runs like a well-oiled machine. Involving liaising with teams to make sure they are up to date with latest deadlines and updates. Forming and adhering to the overarching project plan set at the beginning of the year.

Furcation prides itself on involving its volunteer staff in many of the decisions underpinning the event. We have a friendly, inclusive and welcoming internal culture which is built on an internal free exchange of ideas. In everything we do, we try our best to make sure the needs of our attendees come first.

## Skills Required

While Project management qualifications are hard to come by any experience you may have managed a project would be welcome be that through work or college. Effective communication skills are a must as you will be liaising with all the teams within furcation.

## How to Apply

Please go to the website <https://support.furcation.org.uk/open.php> and choose "recruitment" form the drop-down menu then fill out the application form adding in "Project Management Assistant".

## Privacy Notice

Your e-mail address and any personal information will be processed under strict guidelines enforced by the GDPR. Your details will only be held for as long as required to process your application and will be securely erased once we have satisfied our legal requirements. For further information, contact our Data Protection Officer at [dpo@furcation.org.uk](mailto:dpo@furcation.org.uk).