

Collaboration Manager

Location	North Tyneside / Cobalt Business Park
Salary	£35,000
Reporting to	Collaboration Director
Team	Collaboration Team

About us

Prosper is a specialist Collaboration and Procurement consultancy which brings organisations together to deliver better outcomes across the housing sector. We work with housing providers, contractors, consultants, suppliers and sector partners to develop collaborative approaches that improve value and support better services for customers and communities.

Our Collaboration Team is growing and ambitious. We work across a varied programme of projects, including procurement, investment, supply chain, customer journey, decarbonisation and operational improvement. As demand for this work grows, we are looking for a proactive and detail-focused Collaboration Manager to join us.

About the Role

This is a hands-on project and collaboration manager role within Prosper's Collaboration Team. You will work closely with the Collaboration Director to develop, coordinate and deliver partnership projects, while keeping the practical project detail organised and moving.

The Collaboration Director will chair project meetings during the early stages of a new project. As projects become more established, you will support the Collaboration Director, help prepare information and recommendations, and take over chairing relevant project meetings or working groups where appropriate.

You will also help support and develop the Collaboration Executive, making sure project coordination, administration, minutes, action logs and project information are managed well. This is not a purely administrative role, but strong administration and follow-through are essential.

In plain terms

We are looking for an organised and commercially aware problem-solver who can take ownership of a developing idea, gather the evidence, coordinate the people involved, use judgement where the route is not yet fully defined, present clear options and recommendations, keep the project information accurate, and help turn the work into a completed project

Key Responsibilities

- Support the Collaboration Director in developing, coordinating and delivering collaborative projects and partnership workstreams.
- Prepare information, options, risks, recommendations and progress updates for the Collaboration Director, meetings and governance discussions.
- Support the Collaboration Director in preparing for and chairing project meetings, with responsibility for taking over the chairing of established project meetings or working groups where appropriate.
- Support, guide and help develop the Collaboration Executive, including providing day-to-day direction on project coordination, actions, minutes and project information.
- Maintain accurate project plans, action trackers, decision logs, risk logs and programme documentation using Prosper's project management systems.
- Produce clear and accurate meeting minutes, ensuring key discussions, decisions and actions are captured and proactively followed up.
- Monitor progress, milestones, dependencies, deadlines, risks and issues across multiple projects and workstreams.
- Undertake research, analysis and stakeholder input gathering to support project planning, options appraisal and delivery.
- Support the development and improvement of project templates, processes and governance documents.
- Support the CEO and Collaboration Director to deliver Strategic and Operational project management ensuring in conjunction with the Collaboration Executive we deliver effective contract management across all partnerships.
- Build positive working relationships and represent Prosper professionally with internal colleagues and external stakeholders.

What We Are Looking For

- Sector experience would be an advantage but the right mix of judgement, organisation, confidence, attention to detail and follow-through is more important.
- You are highly organised, proactive and able to manage several projects, workstreams and deadlines at once.
- You notice details others may miss and take pride in accurate work.
- You take ownership, work through ambiguity and keep projects moving when there is not always a fixed process to follow.
- You keep a clear grip on project information, decisions, actions, next steps and responsibilities.
- You are confident leading discussions, shaping next steps, influencing stakeholders and keeping progress on track.
- You communicate clearly in writing, in meetings and through reports, updates or recommendations.
- You are able to support and develop team members in a constructive and practical way.
- You are resilient, practical and able to work in a busy, changing environment.
- You enjoy being part of a small team where everyone contributes and takes responsibility.

Essential Skills and Experience

- Experience managing or coordinating projects, programmes, partnerships, workstreams or stakeholder-led activity, including competing priorities and deadlines.
- Experience supporting or chairing project meetings, working groups or stakeholder sessions, including recording decisions and actions.
- Strong written communication skills, with experience preparing clear notes, updates, reports, options or recommendations.
- Confidence using Microsoft Office, especially Word, Excel, Outlook and PowerPoint.
- Strong organisational skills, attention to detail and ability to manage actions, timelines, records and project information accurately.
- Confidence communicating with a range of people, including senior stakeholders and external partners.
- Ability to work independently, use judgement and ask questions when needed.
- Ability to support, guide or develop other team members.

Desirable Skills and Experience

- Experience using project management, collaboration or workflow systems such as Microsoft Project, ClickUp, or similar.
- Experience in housing, procurement, construction, property, local government, consultancy, supply chain or a partnership environment.
- Experience working with contractors, suppliers or external partners.
- An interest in social housing, procurement, public value, collaboration or improving services for communities.

What Success Looks Like

- Projects are organised, with clear actions, deadlines, risks, decisions and next steps.
- Project information, reports and meeting records are accurate, current and easy to use.
- Stakeholders and the Collaboration Team have confidence that workstreams are being actively progressed at pace.

How to Apply

To apply, please submit your CV and a short covering statement explaining why you are interested in the role and how your skills and experience match what we are looking for to Laura@prosper.uk.com.