Job Title: Group M&A Project Manager

Location:
Manchester Group Head Office, Hybrid working – 1–2 days in the office

Reports to:
Group M&A Development Director

Accountable to:
Group CEO

Job Purpose

As Group M&A Project Manager at Outcomes First Group, you will lead the coordination, planning and delivery of projects that support the acquisition of new schools, services, and businesses across the UK and internationally.

Working closely with the wider Commercial, Strategy, and Executive teams, you will help track all ongoing acquisition opportunities, manage the project lifecycle from lead generation through to integration, and ensure cross-functional delivery across legal, finance, people services, operations and IT.

This is a highly collaborative and fast-paced role that plays a critical part in our continued growth and commitment to expanding access to specialist education and care for neurodivergent children and young people

Key Responsibilities:

**KEY RESPONSIBILITIES**

* **Project Pipeline Coordination**
Maintain a clear and up-to-date register of all live and potential acquisition projects across the group. Log new leads, ensure internal visibility, and track each opportunity from initial scoping to completion.
* **Project Lifecycle Management**
Map and monitor all stages of each M&A project, including due diligence, commercial analysis, legal process, mobilisation planning and post-acquisition integration.
* **Stakeholder Coordination**
Act as the central point of coordination across functional leads—ensuring each team understands their role, responsibilities and timelines within the acquisition process.
* **Risk and Issue Management**
Identify potential blockers or risks to delivery and proactively work with the relevant teams to resolve issues and maintain momentum.
* **Governance and Reporting**
Produce clear project documentation (e.g., RAID logs, timelines, project updates, decision logs). Lead weekly check-ins, project huddles and senior review meetings.
* **Acquisition Readiness**
Ensure that all project milestones (legal, financial, operational and HR) are tracked and completed to required standards before handover to operational teams.
* **Integration Planning**
Work with business leads to ensure smooth mobilisation and integration of new services into the Group structure, including alignment with systems, policies and safeguarding standards.
* **Methodology Application**
Apply project management methodologies such as PRINCE2 and Agile appropriately based on the nature and complexity of each acquisition project.

Person Specification

**Essential Experience:**

* Demonstrable experience managing cross-functional business projects, ideally with exposure to M&A or high-growth, multi-site operations.
* Experience in mapping out project phases, tracking actions, coordinating stakeholders, and managing multiple concurrent projects.
* Strong organisational skills with the ability to prioritise and drive workstreams forward independently.
* Excellent communication skills – able to confidently engage with senior leaders and cross-functional teams.
* Knowledge of governance practices, RAID logs, business case development and project documentation.
* Familiarity with project management tools (e.g., MS Project, Smartsheet, Trello) and collaborative platforms (e.g., SharePoint, Teams).

**Desirable Experience:**

* Experience supporting mergers, acquisitions, or integration programmes within regulated sectors (e.g., education, healthcare, care).
* Understanding of commercial diligence, contract processes, or operational readiness assessments.
* Project management certification (e.g., PRINCE2, Agile, PMP).
* Exposure to working on international growth or acquisitions.