

# Role description |

Workplace Project Manager  
London/Liverpool

TaylorWessing

# The opportunity for you

## Executive summary

This new role will sit at the core of the firm's property and workplace team - responsible for delivering transformational projects while guiding the business through change with confidence and clarity. Supporting the Head of Property and Workplace Services across UK, Europe and Middle East, you will work closely with partners, senior leaders, and business services teams to help shape the vision, create the space, and curate the workplace experience to reflect the firm's culture, brand, and future ways of working as we transition through merger to become Winston Taylor, one of the world's largest transatlantic firms.

## Key responsibilities

- Lead the end-to-end delivery of property and workplace related projects across the firm's UK, Europe and Middle East, including office fit-outs, refurbishments, relocations, and reconfigurations within a live environment.
- Act as the firm's internal project lead and trusted adviser, translating business and practice-group requirements into well-designed, functional, and compliant workplace solutions.
- Manage the full project lifecycle—from early feasibility and briefing, through design, procurement, and construction, to handover and post-occupancy review.
- Collaborate closely with partners, senior stakeholders, and business services leaders to ensure projects support legal workflows, client service, confidentiality, and brand standards.
- Lead change management for workplace projects, ensuring lawyers and staff are engaged, informed, and supported throughout transitions.
- Coordinate and manage external consultants, designers, contractors, landlords, and managing agents to deliver consistently high standards.
- Develop and control project budgets, programmes, risks, and governance, providing clear and confident reporting to senior leadership.

### Job title

Workplace Project Manager

### Recruiting manager

Luke Richards

### Department

Workplace Services

### Working hours

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week from our offices.

### Location

London/Liverpool

### Perm/FTC

12 month FTC

### Salary

Competitive

### Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

# The opportunity for you

## Key responsibilities

- Ensure compliance with health & safety, building regulations, lease obligations, and firm policies, particularly in relation to security and confidentiality.
- Support the firm's longer-term property and workplace strategy, including space planning, utilisation analysis, and continuous improvement of the workplace experience.

## Knowledge, skills & experience

- Demonstrable experience delivering property and workplace projects within a law firm or professional services environment with high stakeholder expectations.
- Track record of managing office fit-outs, refurbishments, and relocations in occupied buildings.
- Understanding of legal sector requirements, including confidentiality, security, partner engagement, and client-facing environments.
- Sound knowledge of construction and fit-out processes, procurement routes, and consultant/contractor management.
- Awareness of modern workplace strategies, hybrid working models, and how physical space supports legal practice and collaboration.
- Highly developed project management skills, with the ability to manage multiple workstreams calmly and effectively.
- Exceptional stakeholder management and influencing skills, comfortable engaging with Partners and senior leaders.
- Strong change management capability, with experience guiding people through workplace transitions and behavioural change.
- Commercially astute, with confidence managing budgets, contracts, and supplier performance.
- Clear, credible communicator who can balance technical detail with business-focused insight.
- Proactive problem-solver with resilience and judgement in complex, fast-paced environments.
- Degree or professional qualification in project management, property, construction, facilities management, or a related discipline (or equivalent experience).
- Professional accreditation (e.g. PRINCE2, APM, RICS) desirable but not essential.
- Organised, detail-driven, and accountable, with a strong sense of ownership.
- Collaborative and service-oriented, aligned with the culture and professionalism of a legal environment.

# About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

## Our UK sector focus



Technology, Media & Communications



Private Wealth



Real Estate, Infrastructure & Energy



Life Sciences & Healthcare

## Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

## Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

**1250+ lawyers | 350+ partners | 26 offices | 16 jurisdictions**

# About us

## The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

## Employee development and career progression

We recognise that our business services professionals are integral to our success and are therefore dedicated to their career development. We offer comprehensive development plans designed to support the growth of our business services people in their respective roles. From technical training to softer skills, these plans are crafted to ensure that our people realise and reach their full professional potential, but also complement our firmwide strategic goals allowing both the firm and our people to flourish.

For a detailed look at these development opportunities and how they can support your career progression, please refer to our [Always Learning Brochure](#). This document will provide an in-depth view of our commitment to skill development and show you the support network available as you advance within Taylor Wessing.

# About us

## Investing in you | Tailored benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

### Key benefits

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house and digital GP services

### Health and wellness benefits

- Annual wellbeing allowance
- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- GymFlex
- Counselling sessions

### Lifestyle benefits

- Enhanced family leave – after one year qualifying service, you are entitled to up to 26 weeks leave full pay if you or your partner give birth or adopt a child
- Salary sacrifice electric car scheme (UK staff only)
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Financial wellbeing support
- Interest free season ticket loan
- Cloud Nine – our subsidised restaurant and coffee bar (London only)

# Taylor Wessing in London



Located in central London, our office is a stone's throw from some of the UK's biggest names in technology, fashion and retail, as well as the courts housing the capital's legal profession.

In 2023, we faced the choice whether to move to a new location in London or stay in 5 New Street Square. We decided to stay and invest in an extensive refurbishment as this would have less of an environmental impact than building and fitting out a brand-new space.

We're now back in 5 New Street Square and we look forward to clients and other guests experiencing our reimaged, modernised and more sustainable premises.

## Why London?

London is one of the top financial centres in the world and a key international tech hub. Our UK lawyers combine their deep understanding of the law with their outstanding market knowledge to support some of the most innovative businesses across the technology, media and communications, life sciences and healthcare, real estate, infrastructure and energy and private wealth sectors that do business in the capital and beyond.

We thrive on the challenge of keeping ahead of legal and regulatory developments to advise our clients in these dynamic sectors who are pushing the envelope in terms of the products they develop and offer and the business and economic models they operate. Our UK and international strength in M&A, disputes and intellectual property complements our focus on our key sectors.

## Our London team

Working alongside our lawyers, teams based in our London office support our UK and international business operations, including:

- IT
- Strategic Digital Ventures
- Finance
- Talent
- Risk
- Business Transformation
- Business Development, Marketing and Communications.

Anyone who works for Taylor Wessing in London becomes part of a fully integrated, UK-wide team. This is a fantastic firm for talented people who are intellectually curious, ambitious and want to work in one of the best cities in the world.

# Taylor Wessing in Liverpool



We planted our roots in Liverpool in 2018 and have a permanent presence in Edward Pavilion. Sitting on the vibrant Royal Albert Dock, our investment in this award-winning, state-of-the-art space cemented our commitment to the city and our Liverpool team has grown significantly since.

## Why Liverpool?

Liverpool is synonymous with innovation, creativity and dynamism, all of which make it a natural home for us. We're proud to be part of Liverpool's business community alongside many of the technology and pharmaceutical companies that form the core of our client base.

We've built deep ties with the city since opening our Liverpool office, supporting local charitable initiatives and schools and working with The Conservation Volunteers to improve local green spaces.

## Our Liverpool team

Teams based in our Liverpool office support our UK and international business operations, including:

- IT
- Finance
- Talent
- Risk
- Business Transformation
- Business Development, Marketing and Communications.

We also have a number of lawyers based in our Liverpool office, including members of our Disputes and Investigations, Employment and Real Estate groups, as well as members of our Trade Mark practice and Paralegal Operations team.

Anyone who works for Taylor Wessing in Liverpool becomes part of a fully integrated, UK-wide team. This is a fantastic firm for talented people who are intellectually curious, ambitious and want to work in one of the UK's most famous cities.

# Our values

## What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

## Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

**Find out more about our responsible business initiatives [online](#).**

**Read our latest impact report by clicking the link below.**



**Our Responsible Business  
Impact Report 2024**

[\*\*Read the report\*\*](#)

# Diversity & Inclusion

## Mansfield Certification



We are proud to announce that we have achieved Mansfield Rule UK Certification Plus for the 2024–2025 period, reaffirming our dedication to diversity, equity, and inclusion within the legal sector.

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

## Inclusive Recruitment Charter

Take a look at our new Inclusive Recruitment Charter...

The Charter builds on some of our great initiatives from the last year, like taking part in the 10,000 Black Interns programme, introducing mandatory inclusion training for all our people, and achieving Mansfield Certification Plus.

Learn more about our commitments to being a responsible business by [clicking here](#)

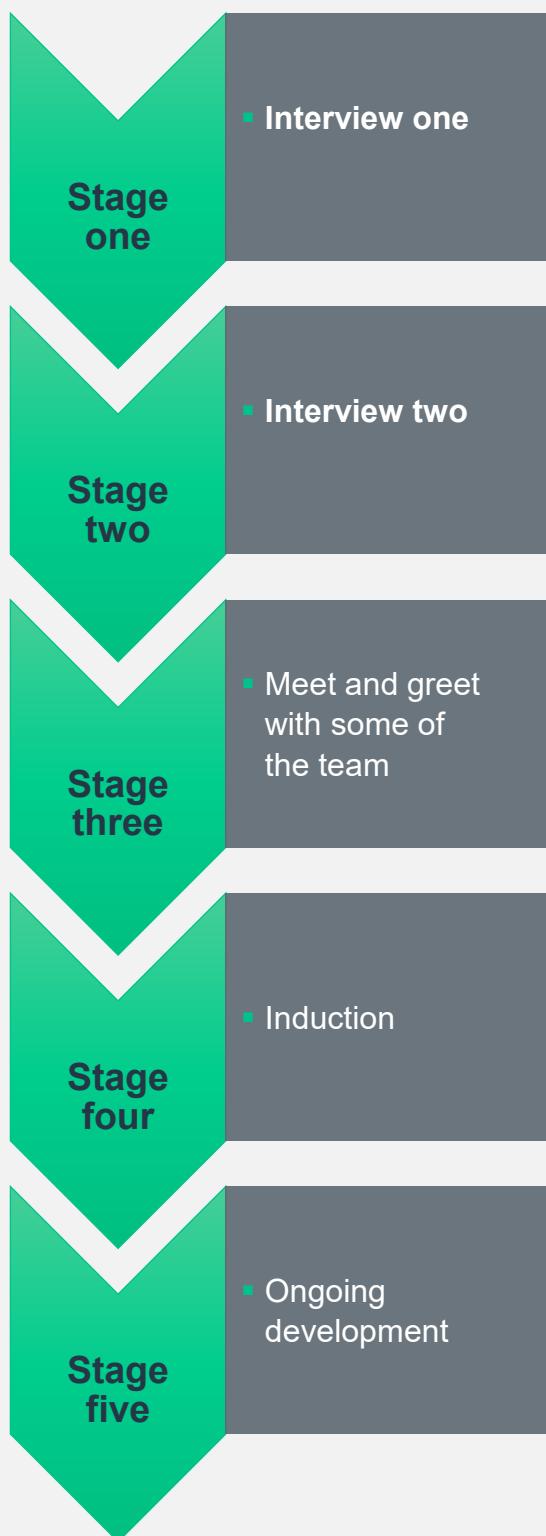
## Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

### Our current networks include:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

# Your recruitment journey



**Rob Fowler**  
Head of Talent Acquisition  
+44 20 7300 4841  
[r.fowler@taylorwessing.com](mailto:r.fowler@taylorwessing.com)



**Hannah Jackson**  
Senior Recruitment Manager  
+44 20 3077 7262  
[h.jackson@taylorwessing.com](mailto:h.jackson@taylorwessing.com)



**Daniel Cheasley**  
Senior Recruitment Advisor  
+44 20 7300 4965  
[d.cheasley@taylorwessing.com](mailto:d.cheasley@taylorwessing.com)



**Kendell Woods**  
Senior Recruitment Advisor  
+44 151 335 5192  
[k.woods@taylorwessing.com](mailto:k.woods@taylorwessing.com)



**Meg Vaughan**  
Recruitment Senior Coordinator  
+44 151 335 5277  
[m.vaughan@taylorwessing.com](mailto:m.vaughan@taylorwessing.com)



**Lottie Williams**  
Recruitment Onboarding  
Senior Advisor  
+44 151 335 5191  
[ch.williams@taylorwessing.com](mailto:ch.williams@taylorwessing.com)

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions. If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process this will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

# 2700+ people

# 1250+ lawyers

# 350+ partners

# 26 offices

# 16 jurisdictions

Argentina*	Buenos Aires	Ireland	Dublin
Austria	Vienna	Italy**	Milan   Rome
Belgium	Brussels	Mexico*	Mexico City
Brazil*	Belo Horizonte   Brasília   Rio de Janeiro   São Paulo	Netherlands	Amsterdam   Eindhoven
Chile*	Santiago de Chile	Nicaragua*	Managua
China	Beijing   Shanghai	Panama*	Panama City
Colombia*	Bogotá   Bogotá, main office	Peru*	Lima
Costa Rica*	Guanacaste   San José	Poland	Warsaw
Czech Republic	Brno   Prague	Portugal*	Braga   Lisbon   Porto
Dominican Republic*	Santo Domingo	Puerto Rico*	San Juan
Ecuador*	Cuenca   Guayaquil   Manta   Quito	Slovakia	Bratislava
El Salvador*	San Salvador	South Korea**	Seoul
France	Paris	Spain*	Barcelona   Canary Islands   Madrid   Pamplona   Seville   Valencia   Vitoria   Zaragoza
Germany	Berlin   Düsseldorf   Frankfurt   Hamburg   Munich	UAE	Dubai
Guatemala*	Guatemala	Ukraine	Kyiv
Honduras*	San Pedro Sula   Tegucigalpa	United Kingdom	Cambridge   Liverpool   London
Hungary	Budapest	Uruguay*	Montevideo
		USA	New York   San Francisco

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