

STEWARTS

Job description

Job title:	Graduate Projects Assistant
Reporting to:	Head of Projects
Department:	Project Management
Purpose of role:	Stewarts is a leading law firm experiencing an exciting period of growth and transformation. Our Project Management team sits at the heart of this change, delivering a wide range of high-profile strategic initiatives that shape how the firm operates and evolves. From implementing new finance systems, to delivering large-scale office fit-out projects and supporting innovative AI-driven initiatives, the team works across the business to turn strategy into reality. This role offers a unique opportunity to gain hands-on experience within a fast-paced, professional environment, supporting projects that have a real and visible impact on the firm. Joining the team, you will work alongside experienced project professionals, gain exposure to senior stakeholders and develop a strong foundation in project delivery while contributing to some of the firm's most important initiatives.
Hours:	Permanent, full-time
Reviewed:	March 2026

Job responsibilities:

- Work with members of the Project Management team, including the Head of Projects and the Chief Strategy Officer, to provide support across a range of business projects, learning about project management processes and best practices.
- Assist with the preparation and organisation of project documentation; such as plans, proposals, and reports, under the guidance of experienced team members.
- Help maintain project records including tracking progress, risks and actions and ensuring documentation is accurate and up to date.
- Facilitate project meetings including preparing agendas, taking notes, and following up on agreed actions.
- Support the coordination of project activities and resources, learning how to manage timelines and priorities in a professional environment.
- Contribute to the creation of project presentations and communications, developing your skills in clear and professional written communication.

- Assist with research, data gathering, and analysis to support project objectives, with training provided as needed.
- Learn to use project management tools and software. You will receive training and ongoing support so you can build confidence in using these systems effectively.
- Take part in user acceptance testing and training activities, helping to prepare materials and document results.
- Engage fully in all learning and development opportunities provided as part of the graduate programme, including mentoring, training sessions and regular feedback discussions.
- Undertake other tasks and responsibilities as assigned, with the aim of building your knowledge and confidence in a supportive team environment.

Qualification & Experience:

- Recent graduate or final-year student. While a degree in Law, Business Management, Information Systems or Computer Science may be advantageous, we welcome applicants of all degree backgrounds.
- A genuine interest in learning about project delivery and business change is essential.
- Evidence of teamwork, organisation, or leadership skills gained through academic projects, extracurricular activities, part-time work, or volunteering is desirable.
- Proficiency in Microsoft Office applications (Excel, Word, PowerPoint) is essential. Competence with Visio or an equivalent workflow mapping tool is desirable but training on this will be provided.

Skills and attributes

- Strong verbal and written communication skills, with the ability to listen actively, take clear notes and engage with others in a patient, respectful and professional way.
- Good analytical and problem-solving ability, using logic and reason, with a willingness to learn and develop.
- Well organised and proactive, able to use initiative, prioritise effectively, manage own workload and maintain strong attention to detail.
- Works both independently and collaboratively, contributing constructively to group problem solving, sharing information and ideas and supporting others as needed.
- Able to manage multiple assignments, meet deadlines and work under pressure with appropriate guidance.
- Open to feedback and continuous improvement, listens and takes instruction well and demonstrates a "can-do" attitude and commercial awareness.
- Exercises sound judgement, working within agreed boundaries, escalating when necessary, and acting as a reliable, enthusiastic team member who reflects the firm's culture.