

DONNA LEACH

Assistant Project Manager

Donna joined DAY PM as a Project Support Officer in 2024 following a 15-year career in health and social care. Her background gives her a strong understanding of the operational pressures, service-user needs and multi-agency environments typical of public sector settings. She brings extensive experience supporting individuals with complex needs and collaborating with professionals across the NHS, Local Authorities, Housing Associations, the Prison and Probation Service and the Police.

At DAY PM, Donna applies her organisational strengths to support project delivery from inception through to completion. She plays an active role in coordinating project activities, maintaining accurate information and helping Project Managers keep programmes moving efficiently and effectively.

As a confident and adaptable communicator, Donna engages with stakeholders at all levels and presents information clearly to support sound decision-making. She is an active member of DAY PM's social value strategy group, engaging the company and its staff in local community initiatives. Donna also assists with the coordination of bids, keeping track of identified opportunities, collating information and supporting timely submission to allow DAY PM to continue to expand via new contracts. Donna maintains a strong interest in sustainability and continues to develop her knowledge through ongoing CPD.

Since progressing into an Assistant Project Manager role, Donna has taken on responsibilities related to facilitating the safe occupation of new clinical spaces post-construction handover. She provides hands-on support to ensure smooth and compliant 'go-live' processes, working closely with clinical teams, estates, procurement, IT and telephony colleagues. Her work includes coordinating readiness activities such as equipment and furniture commissioning, digital system integration, installation of signage and fire safety equipment, asset registration, deep cleaning and microbiology testing, and staff familiarisation exercises. This focus on operational preparedness ensures new healthcare facilities open safely, efficiently and fully aligned with organisational requirements.