



**Digital Project Manager
Grade I**

1 year fixed term contract

Job Purpose

The post-holder will project manage the build and launch of the new BookTrust website.

Report

The post holder will report to the Head of Marketing and Digital within the Communications department.

Key Responsibilities:

- Project management the delivery of a new BookTrust website.
- Relationship management.
- Technical consultancy.

Key Duties

Project Management

- Managing the development lifecycle from beginning to end from project initiation, budgeting, scheduling, design and development, implementation and sign off.
- Undertake a full site audit and be responsible for the development of a high end responsive mobile first design.
- Writing progress reports and producing documentation throughout the project.
- Budget management.
- Proven experience of delivering large responsive website projects.
- Identify risks and mitigate them throughout the project putting contingency plans in place.
- Produce a roll-out strategy.
- Organise thorough testing throughout the project lifecycle.

Relationship Management

- Managing external digital agencies to ensure effective data migration.
- Analysing the practical and technical requirements for the digital team.
- Communication and training of the digital team to ensure the effective implementation of the new website by liaising with the Digital Manager.

Technical

- Undertake a full site audit and be responsible for the development of a high-end responsive design with mobile compatibility.
- Advise on opportunities for digital awareness building – including google analytics etc.

PERSON SPECIFICATION		
Job title:	Digital Project Manager	
CRITERIA	E or D*	S or I**
KNOWLEDGE		
Have extensive knowledge of Information architecture, user experience, UX/UI user journey, design, SEO/Search, social media and ecommerce.	E	I
Excellent understanding of web standards, capability, accessibility and usability issues.	E	I
Excellent knowledge of web design techniques and practices	E	I
Broad knowledge of digital and technology.	E	I
Excellent knowledge of Content Management Systems and CRMs.	E	I
SKILLS		
Project management skills	E	S/I
Using following technologies - PHP, OS CMS, OOP, Oracle, SQL, JavaScript, HTML5, XML, CSS, Ajax, J Query / JavaScript.	E	S/I
Ability to manage a large budget.	E	S/I
High level usage of technology workflow systems i.e. Basecamp, Asana	E	I
Web and social media analytics tools.	E	I
High level user of productivity tools including MS Office, Adobe Creative Suite, MS Project or Open Workbench or similar.	E	I
Excellent verbal and written communication skills.	E	I
Excellent numeracy skills for budgeting.	E	I
EXPERIENCE		
Substantial project delivery experience, specifically large complex websites	E	I
Experience of managing life cycle of a web build	E	I

Experience of technical workflows, i.e. Basecamp, Asana Working with third party agencies Working with multiple stakeholders Knowledge of the charity sector and fundraising	E E E D	I I I D
ATTRIBUTES Creative problem solving. Have an analytical mind Detail focused. Outcome focused The ability to work collaboratively with colleagues and external stakeholders at all levels Strong organisational skills and the ability to manage conflicting priorities. Resilient nature Pragmatic approach Flexible	E E E E E E E D E E	I S/I I S S/I S/I I I I I
QUALIFICATIONS Project Management qualification (e.g. Prince2 Practitioner) Degree level qualification Good general education to at least A Level	D D E	S S S
<p>*E = essential criteria D = desirable criteria **S = short listing criteria I = interview criteria</p>		

Terms and Conditions

- 12 months fixed term contract
- Salary: circa £40,000
- 28 days holiday plus public holidays
- Flexible working scheme
- Non-contributory pension scheme (7% employer contribution)
- 3 X salary life assurance