Job description and person specification

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

Job title	Digital Project Manager	**Location**	Flexible - London office or Chesterfield office
Contract type	Permanent	**Contract hours**	Full time, 35 hours per week
Date	04/04/2022		

Context

We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we'll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we're making real progress. But there's still a long way to go, and we won't stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.

The Digital Platforms team is delivering a number of projects to support and deliver our digital capabilities. This role sits within our Digital and Data Development team and will manage a range of projects/campaigns/activities led/supported by the whole charity. You will work closely with colleagues across the organisation.

Main purpose of the role

There are a number of interesting and cutting-edge projects and the Digital Project Manager role is key to the delivery of digital transformation.

You will work closely with the Digital Platforms Manager, Head of Digital and Data, and other managers in the team to deliver digital transformation in line with our new Demand, Deliver and Discover strategies. The role will be London office or Chesterfield office based and requires travel between our London and Chesterfield offices, and supplier locations as required.

Digital is going through a period of accelerated change as capabilities are shared across the charity. This will be a challenging but exciting opportunity to lead digital innovation and great customer experience.

You will be responsible for initiating, delivering, managing, scheduling, resourcing and reporting high, medium and low complexity projects/campaigns/activities and support project management of

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high complexity/large size projects. You will also be responsible for managing budgets, raising POs and ensuring we are gaining value for money from our digital investments.

Management and key relationships

Roles managed	None
Reports to	Digital Platforms Manager
Key Relationships	Head of Digital and Data Development, the wider digital and data team, ICT, project leads/sponsors within the organisation, Compliance Lead

Main Responsibilities and Duties

1	Lead the delivery of a range of cohesive, impactful, person-centred high and medium complexity digital projects/campaigns and services and support delivery of other projects, campaigns as a key part of Versus Arthritis wider strategy.
2	Ensure that best practices of project management are adhered and implemented in all projects delivered and support Digital projects in any such measures.
3	Flexible with delivery methodology. You will be able to deliver using waterfall and agile (Scrum, Kanban, Lean) methods.
4	Work with external suppliers and support agencies to deliver solutions, and support Head of Digital and Data, Digital Platforms Manager and other digital colleagues in managing key relationships.
5	Support internal stakeholders to convert business requirements into functional requirements and initiate, deliver and close projects/campaigns/activities.
6	Regular and timely reporting of project status through established reporting framework and management of POs and Invoices.
7	Support the Digital Platforms Manager to develop best practice and standards for effective knowledge management to manage and support a range of digital platforms.

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| 8. | Proactively support the Digital Platforms Managers to leverage Office 365 and Azure Devops as a tool to enhance operational efficiency and train/educate project level usage to digital team members and adhere to Versus Arthritis minimum standards of project management |
| 9. | Manage business continuity of projects in maintenance and manage delivery of marketing, fundraising and analytics projects and other digital projects and campaigns. |

Criminal Record Check

Requirement	This role <u>DOES NOT</u> require a Criminal Record check

Person specification

Knowledge, skills and experience: key requirements

	Requirement	Evaluation Stage
1	Experience of successfully driving and coordinating projects in a Project Manager role with medium to low complexity.	Application/ Interview
2	Experience of working with multiple external suppliers and effectively engaging them to deliver projects on time, budget and scope.	Application/ Interview
3	Strong budget management, stakeholder management and reporting skills.	Application/ Interview
4	Good knowledge of project management methodologies such as agile/waterfall.	Application/ Interview
5	Expertise in supporting product owners/business managers to translate business requirements into functional requirements and initiate, deliver and close projects.	Application/ Interview
6	Good understanding of managing projects using Office 365, MS teams and other project management software such as Azure Devops/JIRA/MS - Project/MS-Planner.	Application/ Interview

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7	Collaborate and support other managers to ensure projects are delivered on time, budget and covers the scope and ability to work independently with minimal supervision to deadlines.	Application/ Interview
8	Strong team player and a collaborative working style, and the ability to communicate effectively within the organisation to differing levels of technical ability.	Application/ Interview
9	Excellent interpersonal and written communication and presenting skills.	Application/ Interview

Desirable requirements

Requirement		Evaluation Stage
1	Experience of managing digital products/projects, particularly within the health sector.	Application/ Interview
2	Certified Scrum Master or Scrum Product Owner or Prince 2 Practitioner/Foundation.	Application
3	Basic Understanding of CMS systems and Web Analytics as well as digital fundraising and marketing principles.	Application/ Interview
4	Knowledge of charity specific compliance and regulations – for example GDPR, Information Security.	Application/ Interview
5	Knowledge of digital environment or experience of working in a charity/business environment.	Application/ Interview

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