



Digital Project Manager

What we want:

A dynamic and talented Digital Project Manager to tackle our growing number of clients and projects.

You will be responsible for defining digital project requirements, identifying resources, creating & monitoring budgets and project plans. Your attention to detail and meticulous documentation means nothing slips through the net. The client service team knows you're on the case and the client has full confidence in your abilities.

You're a process driven PM who can adapt to a fast-paced, dynamic and fun environment. In essence, you're a safe pair of hands with exceptional communication and leadership skills.

What you'll do:

- Project Management of web application projects, working closely with the development and creative teams on analysis, design, specification, build and testing
- Inspire and motivate project teams
- Effective communication and negotiation.

Production and management of project processes and documentation including:

- Project initiation and closure
- Requirements gathering, specification and statement of works
- Project plans, issue tracking, change control and status reports
- Testing and quality assurance.

What you need:

Essential

- Proven experience in delivering projects on time and on budget
- Excellent verbal and written communication skills
- Full understanding of the design and development process and challenges
- Ability to control and report on costs and budgets
- Experience in delivering web applications to web and coding best practices and standards, including those of accessibility.

Highly desirable

- Previous experience in an agency environment
- Experience in web development using .NET
- Experience in working to a structured project management and development process (eg PRINCE2, Agile/Scrum, etc)
- Experience in / knowledge of delivering projects with a social media focus
- Experience in creating highly usable websites and knowledge of coding, web and SEO.

