

*We're Hiring!*

**Digital Project Manager**

**My Bright Digital** is on the lookout for a highly skilled, talented team player to be part of our awesome agency.

## Who we're looking for:

We're looking for an experienced, talented and highly organised Digital Project Manager, with great technical know-how, to join our friendly, fast-paced agency.

As Digital Project Manager you'll be involved in a range of digital projects simultaneously – including web and app builds and CRM and API integrations. You'll play a lead role in taking those projects from initial scoping and planning all the way through to implementation. You'll form a valuable part of our management team and will act as a key contact for our clients.

We're looking for someone with strong industry experience and a proven understanding of different project tools and methodologies. Someone who is delivery-focused and takes a proactive approach to their work.

You'll also be a strong collaborator and communicator – able to speak the languages of designers, developers and our clients. It doesn't matter if you're more of a front-end developer or a back-end developer, as long as you understand and can speak the language of both. Importantly, you'll be adept at motivating teams and driving projects through to successful completion.

Above all, you should be a self-starter, who has the ability to be both hands-on and strategic and enjoys being part of a small, friendly team.



# Who we are

We are a small, but rapidly growing, digital marketing agency with bases in London and Shrewsbury. We have clients from across Europe, in a whole host of sectors, and our work is never dull.

We're a nimble and dynamic agency - keen to be ahead of the curve and find new solutions to old problems, so there's plenty of potential for talented individuals to make their mark, develop their expertise and explore other areas of interest.

We care about our team and strive to create a culture where everyone feels valued, inspired by their work and able to contribute to our direction of travel. We care about the companies we work with and approach them as partners, rather than as clients. As a result, we tend to work with people long-term.

We're passionate about digital technology and we have big ambitions for the next few years. We're now seeking someone who shares our passion and our ethos to join us for our next exciting phase of growth.

We can't wait to meet you.

# Day to Day

On a daily basis, you'll be responsible for:

- Successfully defining, managing and implementing a portfolio of digital projects simultaneously.
- Building and managing positive, long-lasting client relationships including, providing technical advice to clients.
- Creating and managing clear project plans.
- Managing project teams, budgets and resources.
- Quality assuring projects and deliverables.
- Identifying, assessing and managing project risks.
- Reporting on progress against agreed plans and targets.
- Being hands-on when required – strong knowledge of HTML / CSS / Javascript.
- Managing a team of freelancers and external agencies.
- Improving internal project processes, frameworks and pipelines.
- Contributing to new business pitches.
- Attend key meetings with members of the leadership team, as required.

# You are someone who has:

## Knowledge and skills:

- Minimum of five years' experience working in a similar role in the digital industry, ideally with agency experience.
- Proven experience in managing end-to-end, successful digital projects.
- Extensive knowledge of project management principles, tools and techniques.
- Excellent knowledge of project management platforms, such as Basecamp, Trello, Teamwork etc.
- Proven experience of different methodologies – Waterfall, Agile etc.
- High levels of technical competency.
- Solid knowledge of different CRM, CMS, web apps and platforms.
- In-depth understanding and fluency in the technical languages of developers (front and back-end) and designers.
- Excellent planning, documentation and organisational skills, including first-class time management.
- Proven financial and budget management skills.
- Excellent verbal and written communication skills .
- Experience of managing external suppliers, sub-contractors or freelancers.

## Attributes:

- A passion for digital marketing technology and modern data stacks.
- Self-motivated, with the ability and will to be hands-on when necessary.
- Innovative, with the ability to problem solve.
- Ability to multi-task and use own initiative.
- A keen eye for detail and ability to produce consistently high-quality results.
- Collaborative team player.
- A customer-focussed attitude.

## **You might also have (though it's not essential):**

- Experience in a senior-level role.
- Agency experience.
- A background in software/web development.
- Experience in a client-facing role.
- Project management qualification.



# Role details

(The important stuff)

**Job title:** Digital Project Manager

**Reporting to:** Operations Director

**Hours:** Part-time, 3 days (22.5 hours) per week

**Salary:** £35,000 - £40,000 p.a. pro rata (dependent on experience)

**Location:** Currently home-based

**Contract:** 6 months, with opportunity to extend

**Holidays:** 25 days per annum (pro rata), plus bank holidays and an extra day off on your birthday.

**Keep on learning:** We believe that there's always an opportunity to learn and get better at your job. That's why we support personal development opportunities such as industry conferences and training.

# How to Apply

# Think you're the Digital Project Manager we're looking for?

Send us your CV, along with a covering letter setting out how you meet the role description to: [victoria@mybrightdigital.com](mailto:victoria@mybrightdigital.com).

## The Process

So you'll have an idea of what's next, here are approximate dates:

- **Deadline for applications:** 9am, 30 November
- **Reviewing applications:** 30 November - 4 December
- **Interviews:** Starting 11 December

# Contact

If you have any questions or you'd like to clarify something, get in touch with us.

Email us at [helen@mybrightdigital.com](mailto:helen@mybrightdigital.com)