

**Job Description**

# Job Title: Digital Projects Officer

Hours and location: 35 hours per week (Remote working with occasional office working until further notice; required to attend meetings in Cardiff when necessary)

Salary Scale: Development Officer Scale

£22,721 - £26,776per annum

Rising to £23,221 - £27,276 from April 2022

Holidays: 23 days per annum

Probationary period: 6 months

Length of Contract: Permanent

(*subject to funding)*

Responsible to: Head of Development

ProMo-Cymru Vision: Working to ensure young people and communities are informed, engaged, connected and heard.

Mission: ProMo-Cymru works collaboratively to make links between people and services using creativity and digital technology. Supporting the third and public sectors to imagine, test and create better services. Enabling youth and community voice through creativity and digital.

## MAIN PURPOSE OF POST

Our Communications & Engagement team is looking for a creative, organised and self-motivated **Digital Projects Officer** who has the experience and confidence to run a number of digital projects simultaneously in a fast-paced environment.

## Our projects focus on supporting the third and public sector to create better services and enable youth and community voice through creativity and digital. We believe that young people and communities should have access to information, advocacy and support in a way that is easy to find, simple to understand in a format they can use.

This role involves administering, organising, promoting and marketing all project activities in co-operation with colleagues in our team. Another part of your role will be to support charities with knowledge and skills to develop digitally, therefore we are looking for someone who has expertise in one or more digital discipline. This could be Service Design, Digital Marketing or another relevant subject.

Our trading services focus on digital transformation through: Service Design, Co-Designed Digital Media, Digital Youth Information and Training and Consultancy.

We’d like to hear from candidates with excellent communication and planning skills combined with experience of delivering digital projects. We’re looking for someone who takes initiative and thrives on the challenge of executing and developing a number of projects concurrently. The ideal candidate will have experience of working within the third and public sector.

We value adaptable individuals who are keen to develop themselves, projects and ProMo-Cymru.  We will encourage and expect people to develop new skills and take on new responsibilities.

We are looking for the right people who share and work towards ProMo-Cymru’s values and ethos. We welcome people from all walks of life as we know that diverse minds, experiences and backgrounds help to encourage innovation and organisational performance.

We are a social enterprise, this means that the profits we generate are invested in training young people and supporting communities through arts and culture across Wales.

For further information on who we are and our projects please visit: ProMo-Cymru: [www.promo.cymru](http://www.promo.cymru)

**MAIN DUTIES**

* Lead on and deliver a number of digital projects simultaneously, ensuring they achieve their aims and are delivered to a high standard.
* Delivering a range of marketing activity for our projects and services including writing blogs and social media posts.
* Create project proposals, timeframes, schedules, budgets, reports invoices and action plans.
* Liaise with clients to define project requirements and objectives as well as building and maintaining strong client relationships.
* Support charities with advice, guidance and practical support.
* Maintain excellent communication with key project stakeholders, ensuring they are satisfied with the services received
* Coordinate the work of project team members and act as a point of contact to communicate each project’s status to the wider organisation.
* Utilise appropriate project management tools to monitor and track project and budget.
* Promote and raise awareness of ProMo-Cymru’s services externally
* Organise and deliver workshops, training sessions and consultations.
* Contribute to new business development, funding applications and sustainability plans where appropriate and as required
* In addition to the above duties and responsibilities the post-holder will be expected to undertake any other duties and tasks required to ensure the project successfully meets its outcomes and objectives.

**PERSON SPECIFICATION AND EXPERIENCE:**

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| --- | --- | --- | --- |
| **Requirement** | **Essential** | **Desirable** | **How Identified/**  **Assessed** |
| Education/  Qualifications: | Recognised qualification in relevant subject or 3 years equivalent experience | Project management qualification | Application form |
| Experience: | 3 years of project management/coordination in a related field.  Experience of digital marketing, including writing blogs/articles and social media posts  Experience of delivering multiple projects simultaneously in a busy agency environment  Good track record of effectively engaging with a wide range of stakeholders | Experience of working through the process of Service Design  Delivering workshops and presentations.  Good track record of working with young people and/or community groups | Application form & interview |
| Skills/Knowledge: | Solid organisational, planning and multi-tasking skills.  High level of I.T. Literacy including web, social media and multi-media technologies.  Comprehensive understanding of what a good digital service looks like/ service design principles.  Attention to detail, excellent time management and planning skills.  Ability to work independently and on own initiative, as well as part of a team  Highly competent in the use of Microsoft Office specifically Microsoft Word, Powerpoint and Excel | Knowledge of statutory/voluntary sector in Wales  An understanding of current youth policies and legislation. | Application form & interview |
| Personal Attributes: | Excellent verbal and written communication & interpersonal skills  Enthusiastic  Independent worker  Fast learner  Excellent time-management  Flexible and adaptable  Passionate about improving the lives of young people and communities in Wales |  | Interview |
| Other requirements: | Committed to working to and upholding ProMo-Cymru’s values, ethos and culture  Willingness to undertake travel across Wales when required  Willingness to work flexible hours as per business need  This post is subject to enhanced DBS check | Driving licence with own transport.  Fluent Welsh speaker | Application form & interview |

**This job description may be subject to review and changed to include such duties and responsibilities as are determined in consultation with the post holder. It is not intended to be rigid or inflexible, but should be regarded as providing a framework within which the individual works** .

### END ###