

**JOB DESCRIPTION**

# **Job Title:** **Digital** **Projects Officer**

**Hours and location:** 35 hours per week (Cardiff and homeworking)

**Salary Scale:** ProMo Development Officer Scale

# £24,410 - £29,250

**Holiday and benefits:** 23 days (25 days from Apr 2024) per annum, rising to 27 after 2 years and to 30 days on completion of 5 years' service

35 Hours working week

Bank holidays

Hybrid working

Up to 4 weeks working away from Wales base

Pension scheme – up to 6% employer contribution

Cycle Scheme

**Probationary period:** 6 months

**Length of Contract:** Permanent

(*subject to funding)*

**Responsible to:** Head of Digital

**ProMo-Cymru Vision**

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

**How We Work**

ProMo 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.

We work with communities through communications, advocacy, cultural engagement, digital and media production. Our work is informed by over 25 years of delivering digital youth information projects. We share this knowledge through training and consultancy, forming long term partnerships to benefit people and organisations.

ProMo is a registered charity and social enterprise; our profits are invested back into our community projects.

## **MAIN PURPOSE OF POST**

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

This role involves administering, organising, and promoting all project activities in co-operation with colleagues in our team. Another part of your role will be to train and support charities with the knowledge and skills they need to develop digitally. Therefore, we are looking for someone who loves to experiment and keep up to date with digital tools and has expertise in one or more digital disciplines. This could be Service Design, Automation, Web Development, Digital Marketing, or another relevant subject.

Current projects you’ll be working on include [Newid](https://www.newid.cymru/) and [Third Sector Digital Support.](https://www.promo.cymru/project/third-sector-digital-support/)

**MAIN DUTIES**

* Lead on and deliver a number of digital projects simultaneously, ensuring they achieve their aims and are delivered to a high standard.
* Train and support third sector organisations to develop digitally.
* Create project proposals, reports, timeframes, budgets and action plans.
* Lead on project monitoring and evaluation with support from colleagues
* Deliver marketing activity for our projects and services
* Liaise with clients to define project requirements and objectives as well as building and maintaining strong client relationships.
* 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 projects and budgets.
* Promote and raise awareness of ProMo-Cymru’s services externally
* Organise and deliver workshops, training sessions, presentations 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 delivering multiple projects simultaneously in a busy agency environment  Experience of delivering training and support on digital  Experience of digital marketing, including writing blogs/articles and social media posts | Experience of working through the process of Service Design  Good track record of effectively engaging with a wide range of stakeholders  Good track record of working with young people and/or community groups | Application form & interview |
| Skills/Knowledge: | Solid organisational, planning and multi-tasking skills  Good understanding of latest tech and digital trends and tools  Ability to deliver engaging workshops and presentations to a range of audience  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  High level of I.T. literacy | Knowledge of statutory/voluntary sector in Wales  Knowledge of using Content Management systems (CMS)  Knowledge of using Customer Relationship management Systems (CRMs)  Understanding of SEO and Google Analytics  An understanding of current youth policies and legislation | Application form & interview |
| Personal Attributes: | Excellent verbal and written communication & interpersonal skills  Passionate about using tech and digital to engage with young people and communities in Wales  Enthusiastic  Independent worker  Fast learner  Excellent time-management  Flexible and adaptable |  | 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 postholder. It is not intended to be rigid or inflexible but should be regarded as providing a framework within which the individual works** **.**

### END ###