

ROLE PROFILE

Role Title:	International Web Project Manager
Department:	International Communications
Reporting To:	International Website Manager and eComms Editor
Role Purpose:	Responsible for project managing the development of the international website by migrating specific national websites onto the international www.actionaid.org platform.
Key Contacts:	International Communications and Fundraising directorate staff, national communications & fundraising staff, IT (international and national)
Date:	August 2011

Key accountabilities	Key elements	% Time
Manage delivery of an international web project	<ul style="list-style-type: none"> Creates and executes digital project plan for multi-country, multi-lingual platform. Revises as appropriate to meet changing needs and requirements. Identifies resources needed and assigns individual responsibilities. Manages day-to-day operational aspects of a project and scope. Effectively applies project management methodology and enforces project standards across all contributing agencies 	50%
Develop and report on project to multiple stakeholders	<ul style="list-style-type: none"> Work closely with the international web team to ensure project meets planned requirements Build strong relationships with national communications and fundraising teams to deliver projects in collaboration with them Negotiate and manage expectations with senior management and international digital steering group on project development, priorities and requirements. Produce regular updates, including budget reporting Manages project queries coming into the international team Escalates relevant queries and support requests where appropriate to Web Manager and Content Editor. 	20%
Web technical experience	<ul style="list-style-type: none"> Understanding of web best practices, especially around SEO, IA and usability Provide support and advice to the supporter mobilisation working group on digital fundraising systems and user journeys 	20%

<p>General Responsibilities as member of the International Fundraising and Communications Department</p>	<ul style="list-style-type: none"> • Keep abreast of emerging web and eComms technologies and share with relevant staff as appropriate • Act as ambassador to ensure relations between AAI internationally and nationally remain fruitful and deliver on strategic objectives • Raise awareness of AAI as a player in the fight against global poverty • Represent communications needs to other parts of ActionAid to enable programs to meet their objectives and maximize opportunities • Contribute to building a culture of ambition, openness and innovation within the communications community • Participate as a proactive member of the International Fundraising and Communications teams, attending team meetings and providing advice and support to fellow team members • Build strong relationships with key stakeholders within the ActionAid community and particularly with IDs and Country Directors • Keep abreast of social, communications and fundraising trends and network with appropriate external organizations to inform thinking. • Other responsibilities as delegated by line manager 	<p>10%</p>
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Role related knowledge, skills and experience at entry

Essential:

- Extensive knowledge and experience of website development and digital communications
- Experience working on sophisticated Drupal projects
- Project management training and experience
- Experience working with external agencies to deliver technical or creative projects
- Experienced preparing and presenting project documentation which includes the identification and mitigation of risks and issues.
- Experience delivering multilingual sites
- Confidence and ability to test systems for usability and performance and technical troubleshooting
- Experience of working with external suppliers/consultants
- Exceptional organisational skills and interpersonal skills to develop effective working relationships quickly with people from many different cultural backgrounds in a complex international environment
- Creative, imaginative and enthusiastic approach to projects, team working, problem solving
- Ability to work independently and use initiative to solve problems.
- Influencing, negotiating and networking skills and experience
- Fluency in written and spoken English.
- A strong commitment to develop, promote and practice ActionAid’s vision, mission, values, strategy
- Able to work out of hours and at weekend/bank holiday if required.

Desirable

- Familiarity with charity sector and fundraising and campaigning in particular.
- Willingness to travel internationally