

## Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by ActionAid from time to time. Employees are expected to be flexible in their work in order to deliver the objectives of the organisation.

<b>Job title</b>	<b>UK Web Project Manager</b>
<b>Contract type</b>	Fixed-term, 6 months
<b>Grade/starting salary</b>	5/£35,098 – 37,575 p.a. pro rata
<b>Reporting to</b>	UK Web/Digital Manager
<b>Direct reports</b>	None

### Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

### Purpose of the Role

Responsible for project managing the development of the UK website and potentially the MyActionAid fundraising platform by migrating the sites to Drupal.

### Key tasks and responsibilities

**Manage delivery of web projects:** Create and execute the digital project plan for site migrations to new platform. Revise as appropriate to meet changing needs and requirements:

- Identify resources needed and assign individual responsibilities
- Manage day-to-day operational aspects of a project and scope
- Effectively apply project management methodology and enforce project standards across all contributing agencies

**Develop and report on project to multiple stakeholders** Work closely with the web/digital team to ensure project meets planned requirements:

- Negotiate and manage expectations with senior management, core project group, and digital advisory board on project development, priorities and requirements
- Produce regular updates, including budget reporting
- Manage project queries coming into the team
- Escalate relevant queries and support requests where appropriate to Web/Digital Manager, Digital Projects Lead, and Web Editor

### **General Responsibilities as member of the AAUK Communications Department:**

- Keep abreast of emerging web and eComms technologies and share with relevant staff as appropriate
- Build strong relationships with key stakeholders within ActionAid UK and particularly with the web/digital team, acting as ambassador for the project to ensure relationships remain fruitful and that the project delivers on its strategic objectives
- Keep abreast of digital developments especially in the arena of fundraising, campaigning in order to inform decision-making
- Other responsibilities as delegated by line manager

### **Person Specification**

<b>Knowledge and Experience</b>	
<b><i>Essential</i></b>	<b><i>Desirable</i></b>
<ul style="list-style-type: none"> <li>• Understanding of web best practices, especially around SEO, information architecture, accessibility and usability</li> <li>• Understanding of content migration projects</li> <li>• Knowledge of Drupal</li> <li>• Experience working on large scale Drupal projects and migration work</li> <li>• Knowledge and experience of complex website development and a wide variety of digital communications</li> <li>• Experience working with and managing external agencies to deliver technical (development) and creative projects</li> <li>• Experience of preparing and presenting project documentation including scoping documents, functional + creative specs, progress reports and evaluations</li> <li>• Experience of working with individual external suppliers, freelancers and consultants</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with charity sector and fundraising and campaigning in particular.</li> <li>• Experience in delivering multilingual sites</li> <li>• Experience of working with people of differing cultural/national backgrounds</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Ability to identify - and effectively mitigate for - risks and issues</li> <li>• Confidence and ability to establish a testing and usability framework, and to manage performance issues and technical troubleshooting</li> <li>• Excellent organisational skills</li> <li>• Exceptional interpersonal skills to develop effective working relationships quickly with people from a wide range of disciplines in a complex organisation</li> <li>• Creative, imaginative and enthusiastic approach to projects, team working, and problem solving</li> <li>• Ability to work independently and use initiative to solve problems.</li> <li>• Ability to work in a high-pressure multimedia team</li> <li>• Ability to deliver large-scale technical projects to deadline and budget at the highest level of quality appropriate to the product</li> <li>• Influencing, negotiating and networking skills and experience</li> <li>• Fluency in written and spoken English.</li> <li>• A strong commitment to develop, promote and practice ActionAid's vision, mission, values, strategy</li> </ul>	