



## Digital Unite Limited

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### Project Delivery Manager Post

Digital Unite is looking for an experienced, dynamic and organised Project Delivery Manager to join their team. This a great opportunity to work with national partners delivering a £2million Big Lottery funded digital skills programme, One Digital. The One Digital project is a collaboration of national organisations committed to helping those are without basic digital skills by recruiting, training and inspiring volunteer Digital Champions across much of the UK.

The Project Delivery Manager role will involve building and maintaining excellent relationships with the key partners in the One Digital collaboration and ensure they have all the support and resources from Digital Unite that will contribute to individual and overall project success. The role will also include planning and delivering work plans as well as managing the day to day operational aspects of the project. The role will involve some UK travel and has a strong focus on using digital technology to deliver programme support.

### Applying for the role

To apply please email your CV along with a covering letter clearly identifying your suitability and enthusiasm for this role (no more than 1,500 words) to Kathy Valdes, Managing Director at Digital Unite: [Kathy.valdes@digitalunite.com](mailto:Kathy.valdes@digitalunite.com)

The closing date for applications to reach us is 12 noon on the 8th of February 2016.

Interviews will be held between the 18<sup>th</sup> and 19<sup>th</sup> of February in London and successful candidates will be notified by email by the 12<sup>th</sup> of February and invited for interview.

Digital Unite is keen to increase the diversity of its staff and welcomes applications for all sections of the community which are currently underrepresented in its team.

If you wish to discuss the role or require the application in an alternative format please email Kathy at [Kathy.valdes@digitalunite.com](mailto:Kathy.valdes@digitalunite.com).

## Job description and person specification

<b>Job title</b>	<b>Delivery Manager</b>
Type of contract	Contract until December 21 <sup>st</sup> 2016
How many hours or day and for how long	37.5 hour week.
Where the role sits within the team, department and wider business	Managing the delivery of a collaborative Digital Champions project
Role reports to and responsible for	Line managed and reporting directly to the Managing Director. Interactions with key support and project staff. Managing a small team (3 or 4) of project support staff
KPIs for the role	<p><b>KPIs</b></p> <ul style="list-style-type: none"> <li>• Evidence of thoughtful, proactive relationship building with clients</li> <li>• Oversight of an active lively mentor team</li> <li>• Regular, accurate reporting effectively communicated</li> <li>• Timely delivery of Digital Unite aspects of the project</li> <li>• Evidence of joining up and leadership on key project themes and issues arising</li> </ul>
Key areas of responsibility and activities	<p><b>1. Project planning</b></p> <ul style="list-style-type: none"> <li>• Create and maintain project plans for each partner and for the Digital Unite delivery team</li> <li>• Keep plans on track</li> <li>• Communicate plans</li> <li>• Identifying and managing risk</li> <li>• Working with DU's internal teams to deliver projects: digital, communications, etc.</li> </ul> <p><b>2. Managing processes</b></p> <ul style="list-style-type: none"> <li>• Content</li> <li>• Set up</li> <li>• Maintenance</li> <li>• Project reporting</li> </ul> <p><b>3. Client relationships</b></p> <ul style="list-style-type: none"> <li>• Convene and chair online and offline meetings</li> <li>• Participate constructively and proactively in meetings</li> <li>• Anticipate client needs</li> <li>• Listen to, enthuse and energise clients</li> <li>• Work collaboratively with clients</li> <li>• Make things happen and get things done</li> </ul>

	<p><b>4. Reporting and analysis</b></p> <ul style="list-style-type: none"> <li>• Create Digital Unite project reports</li> <li>• Manage partner reports</li> <li>• Share and present reports</li> </ul>
Essential technical requirements	<p>Microsoft Office programmes including Powerpoint and Excel</p> <p>Experience of project monitoring and evaluation</p> <p>Experience of online training platforms desirable</p>
What kind of experience is likely to lead to this role	<p>Previous project management experience with a successful outcome from end to end.</p> <p>Successful partnership working</p> <p>Delivering successful projects with some digital elements</p>
Short, medium and long-term objectives	<p>These will be provided to the successful candidate at the beginning of the contract</p>
Required education and training for the role	<p>Prefer Prince 2 or similar preferred</p> <p>Degree or similar experience</p> <p>Microsoft Office programmes</p> <p>Confident user of social media</p>
Essential person specification	<p>Client focussed</p> <p>Excellent communication skills</p> <p>Excellent written English</p> <p>Excellent partner and relationship management skills</p> <p>Confident public speaker to all groups in society</p> <p>Team Player</p> <p>Self-motivated with ability to work alone</p> <p>Flexible to deal proactively with new challenges</p> <p>Solution focussed approach to project and people challenges</p> <p>Systematic and organised</p> <p>Willing to take on additional tasks</p>
Location and travel requirements	<p>The post holder will be based in central London (Kings Cross - tbc) and at times across the UK with some occasional out of hours travel.</p>
Remuneration range and benefits available	<p>Salary is £38,000 -£40,000 PA depending on experience and includes</p> <p>30 days annual leave which include public holidays</p>

	Travel outside normal work place fully reimbursed
Digital Unite	Digital Unite is a small, dynamic and expert team of specialists committed to digital inclusion. Often working remotely but meeting on a regular basis in both London and Winchester. Digital Unite has a national focus and is committed to equality, diversity and inclusion

## About Digital Unite

Digital Unite specialises in training and supporting Digital Champions within organisations, be they community orientated, public sector, charities or corporate businesses. Over the last four years we have developed a more formalised understanding of a Digital Champion's role and skill set and have created learning, resources and support solutions which are all part of our Digital Champions Network

The Network provides seven structured and self-study e-learning courses on how to help and inspire new learners to get and stay online as well as an extensive range of additional support and teaching resources. The Network is currently used by 24 member organisations and around 1,000 Digital Champions across the UK.

After a successful Big Lottery bid Digital Unite is launching a nationwide, collaborative Digital Champions programme, named 'One Digital', which will have our Digital Champions Network at its core.

## One Digital

One Digital is an exciting and unique collaborative digital skills programme developed by SCVO, Age UK, Citizens Online and Digital Unite with its partners Affinity Sutton and AbilityNet.

The 'test and learn' initiative is funded by the Big Lottery Fund and aims to help around 9,500 people with basic digital skills over 12 months. At the heart of One Digital is the recruitment, training and support of 1,400 'trusted intermediaries' (Digital Champions) to deliver basic digital skills. It is a new and innovative approach to the changing digital inclusion landscape where those who aren't online are becoming harder to engage and need personal and long-term support if they are to participate in today's digitally-driven society. Each of the partners will be delivering individual and specific projects within One Digital using trained and engaged Digital Champions to support their communities. The programme will help a vast cross-sector of society with developing digital skills including those with disability and accessibility needs, young adults looking for work, the over 65s, and third sector organisations and their beneficiaries.

One Digital will also facilitate extensive partnership collaboration on all aspects of digital inclusion so that significant learnings can be shared and best practice models can be delivered for the benefit of all Digital Champions and end-learners.