




IMPACT

Digital Project Manager

The finer detail...





Digital Project Manager

The finer print

Are you ready for an exciting opportunity?

Due to rapid growth and expansion Impact have created a new and exciting role based at our global headquarters in Windermere.

We are looking for a candidate who has expertise in providing high quality project and administrative support to a busy multi-disciplinary professional team. You will play a key role in our digital team joining at a very exciting time for our organisation as we continue to develop and deliver our digital strategy.

Reporting to; Head of Digital Transformation (HDT) and Head of Digital Design and Development.

The role of our Head of Digital Transformation is to take Impact's experiential face-to-face development solutions into the digital world, strengthening our blended programme work and building digital solutions that serve our clients' needs in these times of exponential change.

The Head of Digital Design and Development works in partnership with our HDT, delivering on our digital strategy, whilst also managing our in-house graphic design and software development agency, known as Zinco.

Zinco are a growing team of talented designers and developers. Most of their work involves creating bespoke software solutions for Impact's specific operational needs and Impact's external client needs. However, Zinco also work with a number of high-profile local organisations and provide on-going support in terms of graphic, print and web-based design and development.

The role of Digital Project Manager would be split 50:50 between supporting both the Impact digital Team and Zinco digital design agency.

Key Objectives/Responsibilities

Impact Digital Team

Supporting Head of Digital Transformation in all day-to-day aspects of delivering on our digital strategy, namely:

- Project Management of key strategic projects, air powered by Impact (Impact's bespoke learning application) being the priority; supporting the successful implementation across our global business
- Coordinating production of all team related documents, presentations including client facing materials and managing the digital aspect of Impact Knowledge
- Tracking agreed actions and progress review across the team on all projects and holding us all to account!
- Taking all meeting notes, distribute and follow up actions, gather information to facilitate multiple projects
- Act as liaison with other Impact teams and the wider global team, representing the digital strategy and the work of the digital team as appropriate
- Undertake basic research activities in support of the digital team's agenda, producing simple reports as appropriate
- Collate and present relevant data to support team activities and decisions



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Zinco

Supporting Head of Digital Design and Development in managing the studio which involves:

- Handling in-coming work requests from internal and external clients, assessing capacity based on current workload and scheduling/prioritising tasks for the team of designers and developers. This will be facilitated by a cloud-based project management tool.
- Keeping track of resource consumption against scheduled work and flagging scope creep in a timely way
- Gathering information as part of a project brief and distributing to agency staff so they can complete scheduled work in the most efficient way possible
- Supplier liaison, including software agencies, print makers, server hosts – managing quote requests, recording information against relevant jobs and making sure they are included on final invoices
- Creating invoices for completed work and matching these with timesheet and job sheet data

Key Requirements

- Highly skilled in using a range of software including MS Office – we work on macs
- High levels of personal organisation - there is a lot to juggle
- Disciplined approach to getting work done – we need to get through lots of stuff quickly
- Excellent attention to detail - you will correct mistakes and champion quality consistently
- Strong, proactive problem-solving skills – we need you to solve problems not just identify them
- Open to learning new things – we are all learning all the time, learning is the work
- Competent literacy and numeracy skills – you will need to write fluently and present data accurately
- A team player – relationships are at the heart of how we work globally
- Strong personal initiative – you'll need to be on the front foot helping us make everything work
- A self-assured approach – you'll need a warm, calm, easy self-confidence to fit in well

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What we offer

- Salary is competitive and dependent on experience. We offer a profit share, bonus scheme and non-contributory pension scheme
- Wellbeing – we provide a health care scheme to all employees
- Inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of our Impact Learning Academy as well as externally) to learn, develop and progress your career
- We provide opportunities to support our local communities around the world
- Adventure, fun and fulfilling – we celebrate successes, no matter how great or small. Caring for each other, we provide a supportive team framework. We have been listed as a Great Place to Work employer for the last decade

Would you like to join our team?

We'd love to hear from you if you feel you can demonstrate the skills and experience we require, and persuade us you can make an immediate and substantial contribution to the work of our fantastic team and to the future of Impact.

Apply via our website

