

## DIGITAL PROJECT MANAGER – BRIEF

### BACKGROUND

#### Purpose

Formed in November 2003, Purpose are an internationally renowned Brand Consultancy with a reputation for creative excellence and results driven professionalism.

Purpose are a multi-award winning creative agency listed in the Design Week Top 50 UK Creative Award winning agencies.

Purpose clients include Design Council, Epson, Orange, Royal Mail, Simon Beattie and WorldSkills.

At the heart of Purpose is a simple idea: “Design with substance”.

Our aim is to maintain a company where: “Good design is good business”.

### ROLE

#### What we are looking for

A strong candidate to manage a range of digital projects, including websites, mobile apps, outdoor digital campaigns, online advertising and moving image.

This is an exciting opportunity for an experienced candidate to join the existing team of four project managers as the key project manager responsible for digital project delivery.

#### Key objectives

- Applicants must have the technical knowledge to deliver projects at all stages – from project planning, organisation, monitoring and communication through to reporting procedures.
- Day to day client liaison and relationship building.
- Write production briefing documents – including scope of work: considering hosting, technical environment, platform, web browsers etc.
- Gather and manage technical responses from technical partners in the delivery of projects.
- Work with the Creative Director/Digital Strategist to establish relationships, appoint external suppliers, negotiate rates, agree specs and service level agreements.
- Drive the sharing of digital knowledge within the project management team.

#### Experience level

4-5 years

#### Skill and experience expectations

- Experience of working with both workflow and agile project methodologies.
- Experience in, and knowledge of the digital service sectors.
- Experience with handling complex financial transactions and negotiations with excellent budget/financial control.
- Ability to communicate technical information in a clear and concise manner (internally and externally).
- Excellent standard of spoken and written communication, including presentation skills.
- High attention to detail.
- Strong organisational skills.
- Highly self-motivated and able to work in isolation.
- Ability to perform under pressure.
- Team player.

#### Plus:

- Rounded knowledge of offline Project Management processes, an interest in branding and print production.

#### Salary

- To be confirmed.

### RESPONSIBILITIES

#### Project duties

- Ownership of digital production process – including managing QA on all projects prior to client delivery.
- Completion of all project and internal administration, including scoping documents, briefing the studio, preparing and updating project schedules, resource planning, internal and client status reports, agendas and contact reports.
- Completion of all financial aspects of projects including estimating, monitoring efficiencies and invoicing.
- Provide support and guidance to the creative and project management teams on technical issues.

### APPLICATIONS

Please send your C.V. to:

Cat Cooke  
Senior Project Manager  
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or

Becky Holmes  
Studio Manager  
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