

Job description

Project manager, web, design and branding

Job location: UK, or any Sightsavers programme country in West Africa

Reports to: Design and production manager

Department: Fundraising and marketing

Job purpose

The project manager will be a key point of contact for projects briefed into the web, design and branding team by the wider organisation. They will work directly with internal staff and external clients, providing authoritative project coordination as well as commissioning services and materials from suppliers, managing content and delivering multimedia projects.

Responsibilities

- Check and critique assigned web, design and branding briefs to adjust and improve them where necessary (such as to ensure they have clear objectives that support existing strategy or complement those of the wider organisation).
- Work in close partnership with the design and production manager and digital delivery manager to ensure jobs are briefed fully for design, development, content and translation.
- Manage relationships with internal product owners globally; ensure they deliver input on schedule and update them on project progress.
- Where appropriate, communicate amendments to colleagues in the web, design and branding team and other project team members, following these through to final sign-off.
- Commission design, translation and editorial services from approved freelancers and agencies as required.
- Project manage jobs and tasks on behalf of the team.
- Ensure product owners' requirements are met and all projects are delivered on time and (when applicable) within budget.
- Ensure all projects adhere to brand and accessibility guidance.
- Support with reviewing and reporting of project outcomes and operations.

Flexibility is necessary and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Job entry requirements (knowledge, skills and experience)

- Experience working as a project manager across busy, multi-disciplined teams
- Understanding of the role digital and creative communications plays for an international organisation
- Experience working directly with designers and content creators
- Good software skills (including Microsoft Office and content management systems)
- A strong eye for design and copy. Adobe Creative Cloud experience is very welcome.
- Strong stakeholder management and decision-making skills
- Problem-solving skills and a flexible, innovative approach to project management
- Ability to complete, review and critique project briefs in detail
- Able to communicate clearly and take instruction
- Evidence of project management experience or equivalent qualification (eg Prince 2, Agile)
- Highly organised and able to work across multiple projects at a time
- Administrative experience and attention to detail
- An understanding of and commitment to equal opportunities
- Experience working in digital media or marketing communications, or in the Not-For-Profit, design or publishing sectors is preferred
- Lived experience in any Sightsavers programme countries in Africa and Asia is welcome, as are French, Italian or Norwegian language skills

Key relationships

- Web, design and branding colleagues
- Fundraising and campaigning and communications colleagues
- Content stakeholders across the organisation, both in the UK and overseas