**Digital Project Manager**

**About Instinctif Partners**

Instinctif Partners is an international business communications consultancy, specialists in reputation, influence and engagement. We work with over 850 clients globally, from FTSE100 enterprises to start-ups, and everything in between. We are 400+ people in fourteen offices in ten countries, working across six practice areas and a range of sector specialisms.

Content & Creative is the creative hub within Instinctif Partners; advising, developing, producing and implementing creative content across all platforms and events.

We help companies tell their story through the imaginative use of a range of communications platforms and channels. Generating big ideas, designing attention-grabbing content, engaging audiences and promoting a change of perception and behaviour.

**About the role**

We’re recruiting a Digital Project Manager to join our Content & Creative practice and help us take our digital offer to the next level.

We’re looking for a confident and articulate individual, who can build strong and effective relationships with clients and with colleagues across the business. Someone who will lead projects and originate innovative new ideas, to achieve the very best outcome for our clients.

We’re looking for someone who is a self-starter, hardworking, knowledgeable and passionate about digital communications, and who can thrive in an award-winning creative agency.

**Responsibilities & skills**

On a day-to-day basis, the digital project manager will:

* Manage, lead and support on digital projects
* Liaise with internal and external stakeholders on the status of projects
* Track the project deliverables, manage budgets and schedules, and meet agreed deadlines
* Report on success criteria for delivered projects by measuring results
* Keep track of latest digital campaign trends and analysing digital behaviour
* Work alongside the existing digital team and designers

Key responsibilities:

* As a project manager you will be responsible for managing your own projects, with support from the Senior Account Director.
* Project managing the production of corporate and investor websites ranging from small campaign microsites to large international corporate sites for international businesses
* Managing the design and build of online corporate reports including annual reports and sustainability reports.
* Managing social media content creation retainers
* Working alongside our design team and developers to ensure design integrity and efficient processes, reflecting clients’ briefs and expectations
* Acting as the lead contact for clients during projects
* Develop existing client relationships as part of the business pipeline
* Continuously assessing working methods and processes and making recommendations for improvement
* Reviewing project resources and providing an analysis on whether they meet the demands of the project
* Ensuring key Service Level Agreements are met
* Overseeing the project’s budget, notifying stakeholders of key cost implications, changes to budget, spending and cost changes
* Working as part of a team to win new business

Key skills:

* Graduate degree in marketing & communications, public relations, or related discipline
* 3+ years’ agency experience
* Strong communication skills, both written and verbal
* Background in digital project management
* Technical competence and understanding of content management systems and web technologies and platforms
* Evidence of working with project management methodologies would be an advantage
* Multi-tasker with ability to juggle several projects
* Passion for creating digital projects
* Creative flair and innovative approach
* Proactive approach with an eagerness to integrate themselves within the team.

Relevant experience:

* Proven experience of effectively managing projects large and small from brief through to delivery
* Able to manage several projects concurrently
* Adept at building effective client relationships and working with several stakeholders to deliver against targets
* Strong communication with excellent verbal and written presentation, report writing and data analysis capabilities
* Experience of identifying business opportunities, building client relationships and seeking new business
* Previous experience in other agencies is desirable

**Remuneration & Benefits**

Some benefits are subject to the successful completion of a 3-month probationary period.

* 25 days holiday each year
* Pension contribution
* Private healthcare (BUPA)
* Travel card scheme
* Regular social events and clubs
* Connect Programme; granting the opportunity to spend time in our international offices

**Location & Hours**

We currently operate a system of flexible working which is aligned to client, project, team and Group needs and requirements.

* Our London office is based in the heart of the City of London on Gresham Street
* Standard hours are Monday-Friday, 9:00am to 5:30pm
* There may be a requirement to work irregular hours to fit around particular needs or to respond to project demands