

GLASGOWS

Senior Digital Project Manager

Permanent full-time position

Glasgows, Unit 5, Centurion Court, Farington, Leyland, Lancashire, PR25 3UQ

www.glasgows.co.uk

We're looking for an exceptional and experienced Senior Digital Project Manager to join our talented team, supporting us in delivering our impressive and increasing portfolio of work including virtual and hybrid events, alongside standalone digital projects and services.

Who are you?

Ideally with a background in live events, you will be a tech-savvy professional with an in-depth understanding of how technology can help us achieve our business goals. You should be methodical and have excellent time management skills. Collaboration across internal and client teams will be essential and as a Senior Digital Project Manager, you should communicate clearly and confidently with clients and stakeholders to establish understanding and define project scope.

You will be approachable, articulate, confident, creative, organised and highly motivated to work as both a self-starter and part of a team delivering complex projects with multiple stakeholders. You will be experienced in the interpretation of client briefs and translation into product specification and development, working to strict timescales and managing the development process. Experience in managing a team to deliver virtual and hybrid events would be of benefit.

You will be able to demonstrate your track record within the events and/or digital industry, having worked with similar agencies in the delivery of complex live events and/or digital projects.

everything is possible

Who are we?

Glasgows is one of the UK's leading event, digital and video agencies. We are based in Leyland, Lancashire, have a large and varied client portfolio and a well-established track record spanning the last 35 years, specialising in live events.

The role

The Senior Digital Project Manager will lead on all layers of digital production and delivery from scoping and discovery, ideation, briefing, production, deployment, and post-project close.

You will thrive under pressure, relish a fast-paced environment and take interest in varied work from our diverse range of clients, whilst enjoying the totality of project work from start to finish.

Ultimately, you should be able to manage and deliver our projects' digital lifecycle within quality, time and budget requirements.

Responsibilities

- Writing creative, innovative proposals. Pitching and demonstrating live digital solutions to clients
- Provide end-to-end project management including onsite delivery where appropriate
- Scope project requirements and prepare budgets
- Develop detailed project plans and monitor progress
- Collaborate and build excellent working relationships with internal and external stakeholders to design, develop and implement digital projects
- Establish a deep understanding of our clients, their business objectives and strategy and lead on proactive, creative digital solutions that support these goals
- Deliver projects on time ensuring quality standards are met
- Develop support documentation including risk logs and requirement specifications
- Monitor and report on system analytics
- Communicate with internal teams and ensure all members are on board with delegated tasks
- Highlight potential risks or malfunctions and act proactively to resolve issues

- Seek opportunities for improvement and suggest solutions
- Innovate and research new technologies and services to ensure the continued growth and success of the company.

Requirements

- Proven work experience as a Digital Project Manager in an agency or corporate environment
- Hands on experience with project management software
- Solid understanding of the software scoping process
- Familiarity with Content Management Systems (CMS) and HTML/CSS
- Understanding of SEO and Google Analytics, and how to leverage them
- Technical background, including a good understanding of accessibility and compatibility
- Excellent organisation and time management skills
- Keen attention to detail
- Positive can-do attitude and ability to use initiative
- Communication, team and people management skills
- Ability to Interact with clients and colleagues at various levels to build strong relationships
- Thorough understanding of GDPR regulations, data lifecycles, and the impact upon data capture
- Ability to take raw data, interrogate, and create meaningful reporting for our clients

Desirable experience

- Live events, virtual including hybrid events and event streaming
- Software production, UX design, testing, maintenance, and analysis
- Immersive technology, VR & AR

This is an exciting opportunity for the right person with considerable industry experience within an agency or corporate environment where you have been running your own projects.

What we're offering

The position carries an excellent package, expected to be in the region of £35,000 to £40,000 (pro rata) depending on experience, plus benefits including:

- Car allowance
- Contributory pension scheme
- 25 days holiday, plus birthday day off
- Healthcare insurance
- Life insurance
- Non-contractual profit-related bonus scheme
- Staff social events
- Flexible working

This role offers the opportunity to work on exciting, high profile events throughout the UK, developing new and existing skills, working in a friendly environment as part of a hard-working team.

Interested?

Please email your CV, including details pertaining to the skills/experience requirements above, along with the names of two referees from your present/previous employment and current salary details to g@glasgows.co.uk.

All applications will be treated with confidentiality.

Glasgows is an equal opportunities employer and welcomes all applications.