

YOUNG ENTERPRISE JOB DESCRIPTION DIGITAL PROJECT MANAGER

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| Job title | Digital Project Manager |
| Department | IT |
| Reporting to | Finance and IT Director |
| Salary | Up to £50,000 |
| Pay Grade | 6 |
| Full-Time/Part-Time | Three days a week (22.5 hours/week) |
| Duration | Permanent |
| Direct Reports | None |
| Location | London/Oxford/Hybrid (working from Oxford office minimum 4 days a month) |
| Job purpose | You will form an integral part of our IT and Programmes team, working closely with application platform providers, YE Programme Managers and functional heads in contributing to the scoping, development, maintenance and integration of new and existing programme and non-programme digital and web applications |
| Job Description | <p>Key tasks include:</p> <ul style="list-style-type: none"> • Work with platform providers, YE Programme Managers, functional heads and other stakeholders in the scoping, development, maintenance and support of new and existing IT applications. • Provide project management and business analysis expertise and support to YE stakeholders. • Investigate application software issues and respond to other requests for support. Determine the appropriate course of action. • Support stakeholders in the application design process for new applications. • Monitor system performance through stakeholder feedback and reported errors, acting as the relationship interface with 3rd parties to get issues resolved. • Ensure all new functionality and enhancements are configured and fully tested before being presented for UAT. • Liaise with YE stakeholders to understand their application requirements and work with them to design appropriate solutions, agree on data structures and user interfaces. • Keep abreast of new developments in IT and how they may be applied to the organisation's benefit. |

The above tasks are not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the charity and its overall objectives.

SKILLS/ ATTRIBUTES/ KNOWLEDGE/ EXPERIENCE

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| Essential | <ul style="list-style-type: none"> • Minimum five year's experience working in a project management and/or business analysis role in a technical environment • Experience in supporting applications, application integration and data migration. • Experience and understanding of relational databases (Oracle/MySQL) and web technologies (HTML, CSS, JavaScript) • Experience and understanding of common web CMS systems and administration of them (WordPress, Drupal) • Ability to devise functional solutions for complex business problems. • Experience in writing user Stories, creating user Journeys, or process mapping. • Experience in application analysis and design. • Maintains a professional and flexible approach to work and attention to detail. • Strong time management skills. A systematic and methodical approach to complex problem solving, accuracy and attention to detail. • Demonstrate a clear knowledge of the ethos and behaviours required for excellent service provision. • Ability to work independently and within a team. • Ability to organise workload, and plan effectively to meet deadlines. • Present a high standard of inter-personal communication skills, both written and oral, including the ability to communicate effectively with people of all levels of computer literacy. • Initiative, drive and self-motivation; willingness and ability to learn new skills. |
| Desirable | <ul style="list-style-type: none"> • Experience with Oracle Apex and Oracle SQL Developer. • Ability to elicit requirements from stakeholders through remote or in-person workshops. • Understanding of different project management techniques. |

Young Enterprise Core Values

Young Enterprise has 4 Core Organisational Values

Unlocking Potential

Recognising and developing the potential of all - in our organisation, in the young people we champion and the stakeholders we work with.

One Team

Working together effectively to achieve our goals.

Enterprising and Resilient

Embracing change, innovating, adapting and responding to challenges and opportunities.

Creating Great Impact

Aiming for the biggest impact on young people and their educators.

All YE Staff are expected to model these values at all times.