RECRUITMENT PACK

RELEASE MANAGER

CONTENTS

JOB DESCRIPTION

KEY INFORMATION

Job Title and Code
Release Manager (BDCH6247)

Department/Team
Data & CRM Programme

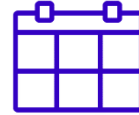### Location
London - Hybrid

Salary & Grade
£62,000 per annum, with additional market rate supplement of £3000 per annum

Hours
35 hours per week, but we're always happy to discuss flexible working, part time hours and job share arrangements

Duration
Permenant

ABOUT THE ROLE

As a Release Manager at Battersea, you will be responsible for managing the release processes for all systems, ensuring that new software and updates are delivered smoothly and efficiently. You will work closely with development, operations, and project management teams to coordinate releases, mitigate risks, and ensure that all changes are thoroughly tested and documented. This role requires strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously.

RESPONSIBILITIES

	Estimated %
Release Planning	40%
• Develop and maintain release schedules for all systems. • Coordinate with development, QA, and operations teams to ensure timely and successful releases. • Identify and mitigate risks associated with releases. • Ensure that all release activities are documented and communicated to relevant stakeholders.	
Stakeholder Collaboration	25%
• Engage with project managers, developers, and other stakeholders to provide guidance on release processes. • Conduct regular meetings to ensure alignment and address any concerns. • Communicate release plans, status updates, and post-release reports to stakeholders.	
Implementation Oversight	20%
• Oversee the deployment of new software and updates, ensuring they meet specified requirements and quality standards. • Monitor progress and performance, making adjustments as necessary to ensure successful delivery. • Conduct post-release reviews to identify areas for improvement.	
Process Improvement	10%
• Continuously evaluate and improve release management processes. • Implement best practices and tools to enhance the efficiency and effectiveness of release activities. • Stay updated with industry trends and technologies related to release management.	
Documentation and Compliance	5%
• Ensure that all release activities are thoroughly documented.	

PERSON SPECIFICATION

ESSENTIAL

- A proven track-record in a Release Management role or similar
- Proficiency in release management tools and software.
- Strong understanding of software development and deployment processes.
- Experience with continuous integration and continuous delivery (CI/CD) practices.
- Knowledge of ITIL processes and best practices.
- Excellent communication and interpersonal skills, with the ability to communicate and engage effectively with stakeholders.
- Strong problem-solving abilities and strategic thinking.
- Adaptability and a proactive approach to continuous improvement
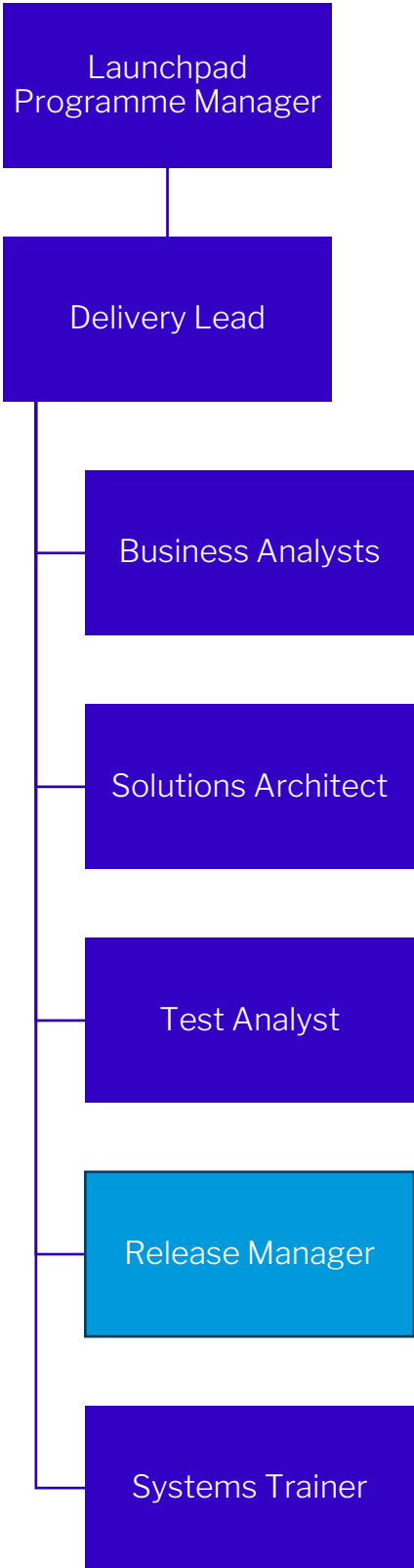
DESIRABLE

- ITIL Foundation, Certified Release Manager, or equivalent.

HYBRID WORKING POLICY

We operate a hybrid working policy, with our office-based staff splitting their time between site based and home working. We believe this enables our office-based staff to maintain the benefits of home working, while allowing for collaboration and interaction with our animal-facing staff and maintaining a connection to our cause. As such, you'll be expected to work in our Battersea office for at least 50% of your working week.

POSITION IN THE TEAM

Launchpad
Programme Manager

Delivery Lead

Business Analysts

Solutions Architect

Test Analyst

Release Manager

Systems Trainer
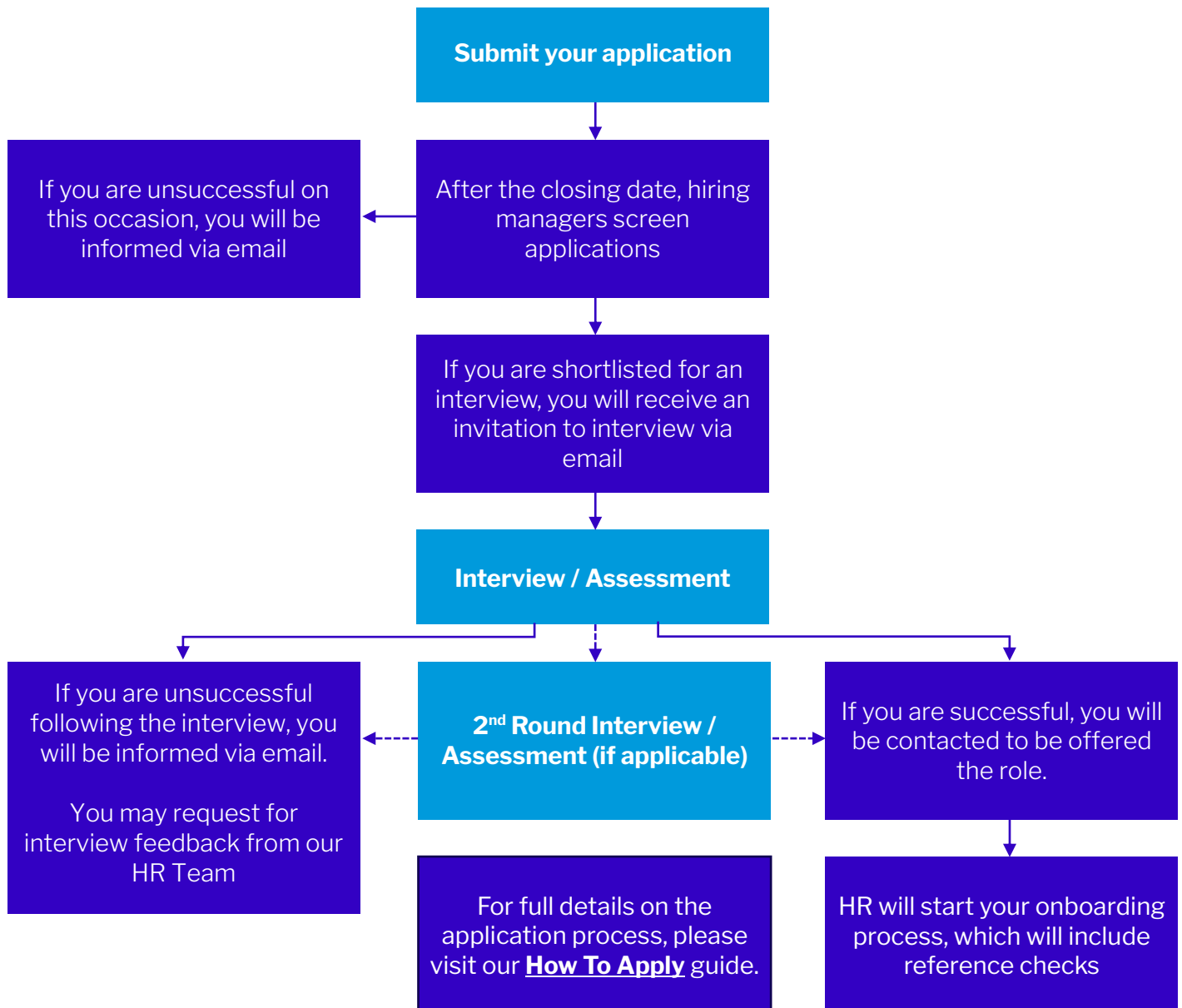
YOUR
APPLICATION

KEY DATES

Closing Date

24th March 2025

Interview Date

To Be Confirmed. Interviews may take place on a rolling basis ahead of the closing date.

APPLICATION PROCESS

Submit your application

After the closing date, hiring managers screen applications

If you are unsuccessful on this occasion, you will be informed via email

If you are shortlisted for an interview, you will receive an invitation to interview via email

Interview / Assessment

If you are unsuccessful following the interview, you will be informed via email.

You may request for interview feedback from our HR Team

2nd Round Interview / Assessment (if applicable)

If you are successful, you will be contacted to be offered the role.

For full details on the application process, please visit our **How To Apply** guide.

HR will start your onboarding process, which will include reference checks

COMPLETING YOUR APPLICATION

The information below is provided to support you with completing your application.

- Our application forms will ask you for:
- Employment History
- Educational History (which is non-mandatory)
- Either a supporting statement of no more than 1000 words; or
- Responses to short-answer questions.

The statement and short-answer responses are a very important part of your application. This is your opportunity to showcase your knowledge, skills and experience, and how this relates directly to the person specification for the role.

Please provide specific examples where possible and demonstrate your key achievements. You might also consider referencing Battersea's key values in your application (for more on these values, please see the Life at Battersea document).

Once your application is complete, we encourage you to provide your diversity monitoring information. Whilst this is entirely voluntary, completing this information will   form part of an anonymised data set to help us understand, measure and take action to ensure our processes are inclusive. Your information will remain confidential, be held in line with GDPR requirements and will not be used to determine whether you are shortlisted for any role (s) you apply for.

DIVERSITY AND INCLUSION

OUR COMMITMENT

We are committed to providing a welcoming and inclusive experience for all staff, volunteers and trustees and those hoping to join us. We operate an anonymised shortlisting process and actively seek to ensure our process is fair and equitable for all.

We understand the value of diverse voices, perspectives, and experiences to help us deliver even more for our dogs and cats, and we welcome applicants from all sections of the community.

WORKPLACE ADJUSTMENTS

As a Disability Confident Committed Employer, we will also ask about any adjustments you may need at the application and/or interview stage. And, if you are offered a role with us, we'll talk to you about any workplace adjustments you may need to help you perform at your best. If you would like to talk more about this, please contact 020 3887 8341 or email jobs@battersea.org.uk

REQUIREMENTS FOR WORKING AT BATTERSEA

Please note that all offers of employment require:

- References deemed satisfactory by Battersea
- Proof of eligibility to work in the UK. For details on which documents can be used to certify your right to work, please refer to **Prove Your Right to Work**

DATA PROTECTION

The information you provide in your application will be used by Battersea Dogs and Cats Home to assess your suitability for the role you have applied for.

Any special category information (such as information relating to ethnicity or sexual orientation) you choose to provide will only be used by Battersea to monitor and report on diversity and equality of opportunities. The provision of this information is entirely voluntary and will not be used in determining whether you are shortlisted for the role you have applied for.

Further information about how we protect and use your personal data is set out in our **Job Applicant Privacy Notice** or contact our Data Protection office at DataProtection@battersea.org.uk

BATTERSEA

HERE FOR EVERY DOG AND CAT