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| Association of Police and Crime Commissioners | **ROLE SPECIFICATION:****Digital Project Manager** |
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| **PART A - JOB DESCRIPTION** |
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| **Job title / position** | Digital Project Manager  | **Reports to** | Head of Communications and Public Affairs |
| **Salary** | £45-50K (plus a London Weighting Allowance if applicable) | **Work Location** | Westminster, London/Hybrid |
| **Nature of contract** | Fixed term contract to 31 March 2025) | **Line management responsibilities** | N/A |
| **Overall function (Job Summary)** | This is an exciting opportunity to help renew and develop the digital infrastructure of the Association of Police and Crime Commissioners (APCC). This role offers an opportunity to lead a project to renew the APCC website, with an emphasis on content and prioritising member resource and knowledge sharing. The APCC is the national membership organisation for Police and Crime Commissioners and their equivalents. We have an exciting opportunity for a Digital Project Manager to join our team for a fixed contract to 31 March 2025. The role involves developing the resources available to Police and Crime Commissioners (PCCs) and their equivalents, as the public’s elected voice on policing and criminal justice.  |

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| **Duties / Responsibilities** |
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| **Responsibilities** | **Output / Activity / Success Measures** |
| 1. | **To improve the website to maximise member access and usage.*** **Conduct a website audit.**
* **Consult with members, internal and external stakeholders.**
* **Develop a project plan.**
* **Review software and supplier options.**
* **Tender for and manage suppliers.**
* **Manage digital project development and delivery.**
 | * Technical understanding of CMS systems, as well as their structure and design.
* Experience as a Digital Project Manager in CMS implementation projects.
* Strong problem-solving skills and experience in managing complex issues.
* Ability to manage multiple priorities in a fast-paced environment.
* Excellent communication and interpersonal skills.
* Familiarity with project and change management principles and approaches.
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| 2. | **To ensure a successful implementation** * **Deliver new website structure.**
* **Renew website content, including member. knowledge-sharing area.**
* **Develop strategies to maximise UX experience.**
* **Ensure strong analytics on usage for reporting.**
* **Enable SEO optimisation.**
* **Provide guidance and coordinate training to facilitate adoption for content users.**
 | * Strong problem-solving skills and experience in managing complex issues.
* Strong CMS content writing experience.
* Familiarity with project and change management principles and approaches.
* Ability to manage multiple priorities in a fast-paced environment.
* Excellent communication and interpersonal skills.
* Contributes to the development of evaluation tools, effective measures and reporting.
* Respects confidentiality and manages information sensitively.
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| 3. | **To support the wider APCC team to deliver its work and mission.**  | * Contributes to weekly team meetings, training, awaydays, etc.
* Supports and leads on effective consultation and communication with staff, our Board, and members.
* Behaves in a way that is consistent with the values of the APCC.
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|  | **To perform such other tasks as may be directed within job-holder’s competencies / capabilities.** | * Additional tasks as required, based on business need
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| **PART B - PERSON SPECIFICATION** |
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|  | **Essential Requirements** | **Desirable / Not essential** |
| Education / qualification requirements | Educated to degree level or equivalent. | Project management certification (e.g., Agile, PRINCE2) is desirable. |
| Specialist training requirements  | * Good technical understanding of CMS systems
* Strong CMS content writing experience
* Strong problem-solving skills and experience in managing complex issues.
 | Experience in membership organisations is a plus.  |
| Aptitude / skill requirements | Willingness to be vetted to CTC level. Politically restricted role.  |  |
| Hard competencies (knowledge and experience requirements) | * Experience of operating in a Digital Project Manager role.
* Good communicator, both written and verbal, with excellent attention to detail.
* Well-organised with a capacity to prioritise, plan and schedule tasks proactively, and comfortable working under pressure and to deadlines.
* Ability to assimilate and to analyse information from a variety of sources and summarise clearly and succinctly.
* Understanding principles of equality, diversity and inclusion and a commitment to applying and reflecting these in this role.
* Ability to work confidently and appropriately with politicians and other stakeholders.
* Ability to work effectively in a politically restricted post, including to respect and maintain confidentiality.
* Strong commitment to promoting and supporting the role of Police and Crime Commissioner and equivalents.
 | Understanding/experience of working in a public policy or public affairs environment. |
| Soft competencies (behavioural / personal competencies) | **Core Competencies** 1. Communication.
2. Client service and support.
3. Planning and organisational skills.
4. Teamwork.
5. Problem Solving and decision-making.
6. Adaptability and flexibility.
7. APCC values, strong work ethic with a ‘can-do’ attitude.
8. Technical skills, knowledge, and application.
9. Creative and analytical thinking.
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**How to apply**

Please submit a CV and cover letter setting out explaining your interest and why you feel you would be suitable for this role (2 pages maximum) along with your CV to hr@ifteam.co.uk.

The closing date for applications is 5pm on 22 April 2024.

Interviews are expected to be held in the week commencing 29 April 2024 and may be conducted ‘virtually’ using a suitable online platform.

If you would like to discuss these roles further, please contact hr@ifteam.co.uk