

see the potential



## Digital Project Manager

### ***Job Role:***

Digital Project Manager, reporting to Account Director.

As a DPM you'll see that agency work happens to schedule, to budget and to a standard that exceeds expectations. In short, delight the most demanding clients in the world. Day-to-day, you will be working across a number of clients, and will be responsible for the effective and efficient delivery all types of digital outputs as part of the overall brand objectives / campaign, working collaboratively as part of the account team.

Iris Manchester is a young agency, so this role is perfect for someone who is looking for an opportunity to grow as the agency grows, but also someone who is really keen to get involved in all aspects of the account. The role requires both project management skills and an element of account management skills.

### ***Salary:***

£tbc (depending on experience)

### ***Candidate:***

- Project management experience in campaign driven projects
- Experience on brand campaigns and an ability to apply digital expertise to campaigns
- Must have a good understanding of technical development
- Must have client facing experience and be a confident communicator (ability to explain technical information in a more friendly way)

### ***Responsibilities:***

- Autonomously scope a project, identifying what skill sets are required (budgets/project plans/specs/SoW)
- Full project governance
- Design/tech briefing (including IA work – site maps/wireframes/usability advice)
- Recruitment and management of resource (understanding how long design and technical tasks should take)
- Application of agile project management techniques
- Adequate experience to be able to troubleshoot issues and identify problems
- QA experience
- Working with third parties (hosting set up, DNS management, brief tech developer)
- Management of search campaigns (SEO and PPC)
- Understand social media and how to integrate this in to brand campaigns
- Aware and keeps agency up to date with digital trends and legislation
- Financial responsibility and ability to track hours against budget
- Day to day client liaison
- Support the AD in brief responses