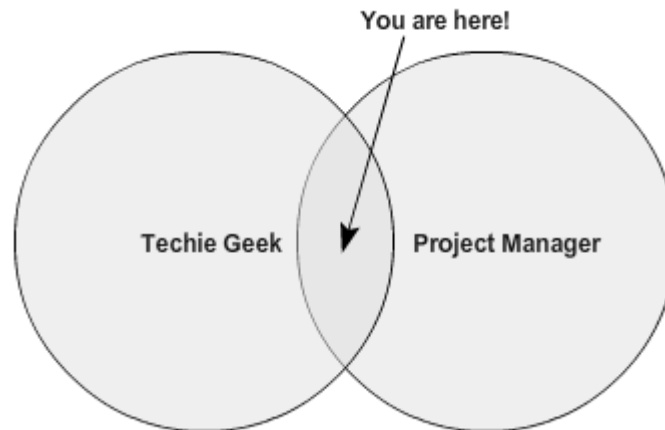


Sept 2010

Technical Project Manager Job Spec



1. About the position

We're looking for a talented and highly motivated Technical Project Manager with a desire to take ownership of multiple projects from pitch to sign-off. You'll serve as point of contact for clients and will be very much hands-on with exceptional client and project management skills.

You will be creatively and strategically involved from concept through to completion. You will be an ideas person using your digital experience, working collaboratively with creative, technical, IA, and UE talent.

As Technical Project Manager you'll be responsible for working on multiple client websites, applications and content managed solutions within the constraints of timeframes and budgets adhering to project deliverables that you've set with the client.

In addition, you'll be heavily involved in, and take ownership for, the technical analysis of the project alongside balancing factors such as risk management and return on investment.

You'll be reporting directly to one of three company directors.

2. Key responsibilities

Key abilities relating to project management:

- Define, scope, document and execute projects, actively participating in all phases of the project
- Estimate timescales and resource requirements for the successful completion of each project to its agreed terms of reference. Maintain a project plan for all projects managed
- Capable of solely planning, managing and delivering projects up to £100K
- Provide effective leadership of project teams as required, explaining clearly to team members what is expected of them and agreeing realistic deadlines. Ensure developers understand how their work fits in the wider business context
- Identify and manage project risks
- Manage the change control procedure gaining agreement for revisions to the project from the client
- Monitor costs, timescales and resources used, and take action where these deviate from agreed budget. Ensure that delivered systems are implemented within these criteria
- Chair post-project reviews
- Ongoing support of websites post-deployment

We're specifically looking for:

- Minimum 3 years digital agency experience
- A solid understanding of user experience and IA
- An active participant in all Social Media
- Knowledge of AGILE SCRUM development
- Knowledge of automated Unit Testing procedures
- Proficiency in managing large CMS driven websites (in Drupal), for high profile clients although you may have a bias towards one aspect of digital delivery
- Candidates with some level of accreditation or demonstrable understanding of a recognised project management methodology, e.g. PRINCE2
- A solid answer to the question "Why Open Source?"
- A strong technical understanding is a must, LAMP development related

You must have demonstrable account management soft skills as follows:

- Take time to know what the client wants, needs and values and take responsibility for suggesting solutions to meet those requirements
- Look for and suggest work that will increase the value of the client to the company
- Maintain a positive and confident approach when dealing with customers and identify and explore options available to them
- Handle difficult or sensitive enquiries with tact and diplomacy
- Ensure team members are responsive to clients

3. Package

We take good care of our staff, and salary expectations are based upon experience and are also performance related (you'll be eligible for our annual bonus scheme).

Basically you'll get paid money (**£28k – £40k dependant on experience**) and be able to work in a nice place with great people and plenty of scope to be as creative as you wish.

If this position sounds like something you think is right up your street then please send your CV and covering letter to jobs@catchdigital.com.

4. What's the Catch?

Catch Digital Ltd. is a digital creative agency with a heavy technical lean based in Central London. The company was incorporated in 2006 and currently has a staff of 11.

Our objectives are to work in conjunction with our clients to help develop their visions into reality, building commercially successful online business strategies to meet our clients' business requirements, delivering measurable return on investment and enhancing their brand.

Our clients come from all over the UK from all sectors from high street brands, established corporate and government agencies, start-ups and SMEs.

Our client list is growing constantly. Some of our key clients include Haymarket, Quintain Estates and Development, Pension Corporation, JLA and Prime Focus.

You can read more on our woefully out of date website www.catchdigital.com.

Our creative group

Catch Digital Ltd is backed by Ferrier Pearce, a traditional creative agency, and First Image, specialists in motion graphics, editing and animation.

The combined turnover for the creative group was £3.4m for year ending April 2009.

The group employs 45 staff ranging from designers, artworkers, programmers to client services staff and has offices in London, Surrey and Cambridgeshire.

Alongside our own digital specialist services, being part of this creative group enables us to offer a wide variety of skill sets to our clients at preferential rates with a single point of contact.