



Coventry City Council

Job Description

Vacancy Reference No:

Job Title: Digital Project Manager

Job Number:

Directorate: Education and Skills

Post Number:

Service: Culture, Leisure and Libraries

Grade: G5

Location: Libraries & Information Services

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

The Digital Project Manager will manage an ambitious and innovative programme of digital culture across Coventry Libraries. They'll be the central point of contact and organisation between the partner organisations delivering the content for the programme (including The Space, the BBC and Get It Loud In Libraries); the libraries where the projects are based and events hosted, and the communities who are at the heart of this work. The digital project manager will co-ordinate delivery of the events and activities, management the project plan, partnerships, suppliers and budget, and support the final evaluation.

This is a fixed term role ending December 2022.

Main Duties and Responsibilities

Project management:

1. Produce and manage the delivery plan for the programme, ensuring key milestone dates are achieved and activities are delivered in line with relevant funding agreements, partner agreements and supplier contracts
2. Manage the programme budget and maintain detailed financial records of all funds administered by the postholder
3. Manage links on a day-to-day basis with the Libraries Service staff and programme delivery partners and suppliers to ensure effective operational delivery of the programme
4. Work with external partners, including Coventry City of Culture Trust, and internal departments such as Adult Education, ICT services to support the delivery of the programme.

5. Present regular written and verbal reports to appropriate teams and groups
6. Deputise for the Service Development Manager where required in relation to the programme
7. Co-ordinate with and contribute towards other relevant projects as required.

8. Manage the risk register for the project, identifying and assessing new risks, taking appropriate steps to mitigate them and reporting regularly to the Service Development Manager on programme risk management

Events and communications:

9. Manage the delivery of programme events and public engagement activities, in line with the Libraries Service's risk management policies and processes
10. Work with the programme's accessibility consultants to ensure the programme is accessible to and addresses the needs of service users and non-users, including people with special needs, and people from minority ethnic communities
11. Manage the public promotion of the programme, including monitoring and cultivating the Library Service's social media accounts and web pages that relate to the programme, using analytics and performance measures to inform online activities

Training programme:

12. Oversee the delivery of staff digital training activities that form part of the programme, working with the appointed training providers, including managing the training timetable, and gathering feedback from staff on training outcomes
13. Co-ordinate job cover from other staff so that relevant personnel are able to participate in scheduled training and programme activities

Monitoring and evaluation:

14. Manage and monitor data collection to enable evaluation of all programme activities in line with the agreed evaluation framework and in accordance with GDPR legislation and other relevant policies.
15. Analyse and report on programme evaluation data as required
16. Manage events and other activities that share learning from the programme within the Libraries Service, Coventry City Council and with other libraries services in the UK, working with programme partners including Libraries Connected
17. Maintain an awareness of local, regional and national developments relevant to digital activities in libraries, so that programme delivery can benefit from these insights

Any other duties and responsibilities within the range of the salary grade

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: None directly but may take on some responsibility for project teams /staff as appropriate

Responsible to: Service Development Manager

Reviewed: March 2021

Updated:



Coventry City Council

Person Specification

Job Title:	Digital Project Manager	Job Number:	
Directorate:	Community Services	Post Number:	
Service:	Culture, Leisure and Libraries	Grade:	G5
Location:	Libraries & Information Services		

Area	Description	Criteria will be measured by:
------	-------------	-------------------------------

Knowledge:	<ul style="list-style-type: none"> Knowledge of digital systems and their potential for use in a library service context, including social media and online content publishing 	Application form and interview
	<ul style="list-style-type: none"> Demonstrate a commitment to using digital technology and content to engage all sections of the community and an understanding of equal opportunities in respect of such provision 	Application form and interview
	<ul style="list-style-type: none"> Demonstrate an awareness of regional, national and local digital developments for libraries 	Application form and Interview

Skills and Abilities:	<ul style="list-style-type: none"> Good verbal and written communication skills, report and letter writing, giving presentations 	Application Form and Interview
	<ul style="list-style-type: none"> Good project management skills, including effective planning, risk management, event management, status reporting and ability to negotiate with staff, suppliers etc. 	Application Form and Interview
	<ul style="list-style-type: none"> Good budget and resource management skills including cost tracking, budget reconciliation and resource scheduling 	Application Form and Interview
	<ul style="list-style-type: none"> Communications and marketing skills to help promote the programme to the public 	Application Form and Interview
	<ul style="list-style-type: none"> Training skills to support library staff with their digital skills development (working alongside an external training provider) develop staff in digital delivery 	Application Form and Interview
	<ul style="list-style-type: none"> Data management skills to support programme monitoring, evaluation and reporting 	Application Form and Interview

	<ul style="list-style-type: none"> • Demonstrate good research and information literacy skills e.g., research to fill in knowledge gaps 	Application Form and Interview
	<ul style="list-style-type: none"> • Demonstrate skills of motivation, initiative and self-reliance and ability to be able to work effectively without direct supervision 	Application Form and Interview
	<ul style="list-style-type: none"> • Work effectively as a member of a team and with a range of external partners 	Application Form and Interview

Experience:	Project management experience, particularly in a library or other public service setting and/or in relation to digital content projects	Application form
--------------------	---	------------------

Educational:	Project management qualification or working towards a qualification and/or equivalent professional experience and/or	Application Form
	Digital marketing or general marketing communications qualification or working towards a qualification and/or equivalent professional experience and/or	Application Form
	General management/supervisory skills qualification or working towards a qualification and/or equivalent professional experience	Application Form

Special Requirements:	Willingness to work evenings and weekends	Application Form
	Willingness to travel inside and outside Coventry	Application Form
	This post is exempt from the provisions of the Rehabilitation of offenders Act 1974. A Criminal record Disclosure will be required to appointment	

Date Reviewed: March 2021

Updated: