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:

During 2021-2022 Coventry Libraries Service will be running an innovative Digital Culture Programme across several libraries and including community outreach. The programme aims to introduce more member of the public to digital cultural experiences and content, including immersive/VR content and to provide relevant digital skills training to libraries staff. The programme is funded by Coventry City Council and Arts Council England, with support from the BBC and other partners. It will run in parallel with Coventry UK City of Culture 2021 activities. This fixed term project management role, ending December 2022, will co-ordinate the delivery of the programme and management of programme partners and suppliers. The role reports to the Service Development Manager.

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 internal departments such as Adult Education, ICT services and external partners, including Coventry City of Culture Trust, to support the delivery of the programme
5. Present regular written and verbal reports to appropriate teams and groups

6. 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
7. Deputise for the Service Development Manager where required in relation to the programme
8. Co-ordinate with and contribute towards other relevant projects as required.

Training management:
9. 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
10. Co-ordinate job cover from other staff so that relevant personnel are able to participate in scheduled training and programme activities

Public access and communications:
11. Manage the delivery of programme events and public engagement activities, in line with the Libraries Service's risk management policies and processes
12. 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
13. 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

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:
February 2021

Updated:

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Area	Description

Knowledge:	• Knowledge of digital systems and their potential for use in a library service context, including social media and online content publishing
	• 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
	• Demonstrate an awareness of regional, national and local digital developments for libraries

Skills and Abilities:	• Good verbal and written communication skills, report and letter writing, giving presentations
	• Good project management skills, including effective planning, risk management, event management, status reporting and ability to negotiate with staff, suppliers etc.
	• Good budget and resource management skills including cost tracking, budget reconciliation and resource scheduling
	• Communications and marketing skills to help promote the programme to the public
	• Training skills to support library staff with their digital skills development (working alongside an external training provider) develop staff in digital delivery
	• Data management skills to support programme monitoring, evaluation and reporting
	• Demonstrate good research and information literacy skills e.g., research to fill in knowledge gaps

	• Demonstrate skills of motivation, initiative and self-reliance and ability to be able to work effectively without direct supervision
	• Work effectively as a member of a team and with a range of external partners

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

Educational:	Project management qualification or working towards a qualification and/or
	Digital marketing or general marketing communications qualification or working towards a qualification and/or
	General management/supervisory skills qualification or working towards a qualification

Special Requirements:	Willingness to work evenings and weekends
	Willingness to travel inside and outside Coventry

Date Reviewed:
February 2021

Updated: