

Job Description

Title	Project Manager (Technology & Insight) (Maternity Cover)
Reports to	Head of Business Development
Location	Flexible – based at EMD UK Head Office, Horsham, West Sussex
Contractual Status	9 Months Fixed Term (with a possible extension to 1 year) Full Time (40 hours per week)
Salary Band	Band 3 £31,000 per annum
Job Purpose	<ol style="list-style-type: none"> 1. To project manage the development and delivery of classfinder 2. To lead the development and ongoing management of EMD UK's CRM system, civiCRM 3. To develop and deliver the EMD UK Insight Plan from the collection of insight through to the integration into day to day operations of EMD UK, its member organisations and the wider group exercise industry
Key Tasks and Responsibilities	<ul style="list-style-type: none"> • To manage the day to day operations and development of classfinder • To manage technology suppliers/vendors including the developers responsible for managing classfinder • To develop and implement appropriate project management processes, controls, documentation and records for lead areas • To project-manage classfinder effectively including planning, monitoring, reporting, progress-chasing, quality control, liaison and negotiation with suppliers and communication with stakeholders • To undertake ongoing consultation with classfinder users to refine the offer and amend project requirements as necessary • To ensure that classfinder is developed to maximise its commercial opportunities and support strategy development • To manage the day to day operations and development of the EMD UK customer relationship management (CRM) system, civiCRM • To develop, manage and implement the EMD UK Insight Plan inclusive of collection, analysis and implementation • To keep an up to date knowledge and understanding of key industry activities in relation to insight, data, technology and trends • Any other relevant task commensurate with the level of the role and as requested by your line manager or Chief Executive.

Person Specification

	Essential	Desirable
Educated to degree level in a relevant subject		✓
Educated to at least Level 3 (A Level or equivalent)	✓	
Project management qualification e.g. Prince2		✓
Experience of creating and conducting data collection/customer research	✓	
Experience of analysing, reporting on and presenting data/research	✓	
Experience of using a CRM/database/sales system to manage day to day operations	✓	
Experience and knowledge of the implementation of technological based solutions in sport and physical activity	✓	
Management experience in the IT field, including development work and interactions with developers	✓	
Ability to engage and enthuse stakeholders and negotiate and influence where necessary	✓	
Knowledge of Open Data and data standards		✓
Experience of programme and budget management	✓	
Understanding of the sports and physical activity sectors and the key partners in each sector		✓
An excellent communicator and presenter	✓	
An innovator and 'out of the box' thinker	✓	
Ability to make decisions, use initiative and have a proactive approach to all work areas	✓	
Excellent organisational and time management skills with a strong attention to detail	✓	
Expert in the use of Excel; competent in other IT systems, website admin and social media	✓	
Ability and willingness to travel throughout the UK and to work evenings and weekends as required	✓	

This job description is not to be regarded as exclusive or exhaustive. It is intended as an indication of the areas of activity and can be amended at any time in response to the changing needs of the organisation.



LOTTERY FUNDED

EMD UK Dec 2019