

JOB PROFILE

How to Apply for this Job



James Morgan/Tearfund

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental and spiritual. See: Tearfund's [Theory of Mission](#)

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

Job Title	Digital Project Manager (12 month contract)
Group	Global Fundraising Group
Team	Digital
Location	Teddington
Responsible to	Head of Digital

Part 1 – Job description

1. Purpose of the team

To help Tearfund to deliver its digital vision through providing expertise and leadership and identifying opportunities that enable Tearfund to raise resources required to follow Jesus where the need is greatest.

2. Main purpose of the job

To project manage the delivery of Tearfund's website replatforming. To work with existing roles in digital and IT teams, as well as external agencies and cross-organisational stakeholders to ensure aligned timeframes, necessary documentation and to deliver key project milestones.

3. Position in organisation

- Line management: Reports to Head of Digital
- Dotted line management to Project Management Team Leader
- Works closely with Team Leaders and staff across Tearfund, including (but not limited to) IT, Project Management Team, Communications for Development, Direct Marketing, Churches team, Community Fundraising, Events, Advocacy, and Youth and Emerging Generation.

4. Tearfund's Christian culture

We believe that prayer and discernment is fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty and transforming lives. As a Tearfund staff member you are encouraged to:-

- Attend, in person or remotely, corporate Teddington Prayers on Wednesdays, to pray for Tearfund's work and spend time in prayer and worship together
- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theory of mission
- Maintain your own spiritual development, discover your gifts/callings and grow in discipleship

5. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development and maintain an awareness of Tearfund's strategy.

- All Tearfund staff share responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

6. Scope of job

This role will be focussed on project managing the replatforming of the core Tearfund websites - both overseeing technical and non-technical elements of the project.

You will be working with a broad range of existing roles and across a number of teams and departments to deliver key project milestones. You will work with external agencies and internal resources when necessary to meet the project objectives and to deliver key elements.

You will help shape the scope of the project by setting objectives, parameters, resources required, and budgets. You will take responsibility for implementing the project from the point objectives are set, through process and delivery. You will monitor and communicate throughout, making a record of learnings and completing a learning review at project closure.

You will gain an understanding of Sitecore (content management system) to enable you to liaise between technical external suppliers and internal stakeholders and to ensure that requirements are collated and met.

7. Duties and key responsibilities

- Deliver a digital and technical project - accountability for delivery to time, cost and quality and with defined KPIs, aiming to optimise user experience whenever possible
- Planning and organising meetings, workshops, and training when necessary for stakeholders across the organisation
- Engaging and liaising with external agencies and suppliers as required
- Building and managing relationships with internal stakeholders across the organisation
- Managing priorities, resolving conflict and collaborating in a team to deliver the website vision
- Resource planning - including time, budgeting both expenditure and forecasting income and securing capacity from internal and external resources when necessary
- Responsible for completing and sharing key project documentation
- Scheduling - using tools such as Google Sheets
- Reporting and updating key stakeholders on progress when necessary

Part 2 – Person specification

Job title: Digital Project Manager (12 month contract)

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree level or equivalent 	<ul style="list-style-type: none"> Project management certification
Experience	<ul style="list-style-type: none"> Proven experience effectively managing large-scale digital projects from brief through to delivery Working with internal resources and agency partners to deliver needs of project Experience in range of project management approaches including Agile, PRINCE2 and Waterfall Planning and organising meetings, workshops and training as part of project Working with digital teams and IT teams, and stakeholders across an organisation or company Experience working with Sitecore or another CMS (Content Management System) 	<ul style="list-style-type: none"> Experience working with project management software Budgeting and financial control of large, complex budgets
Skills/Abilities	<ul style="list-style-type: none"> Strong understanding of digital development process Excellent understanding of web development technologies Able to communicate with technical and non-technical stakeholders. Able to consult, collaborate and influence colleagues throughout the organisation Good communicator with good level of negotiation, influencing and presentation skills Ability to work with others across functions to agree priorities and resolve conflict. Good problem solving skills and adaptable and flexible in approach 	
Personal Qualities	<ul style="list-style-type: none"> Committed Christian who recognises Jesus Christ as their Lord and Saviour Committed to Tearfund's Mission, Values and Beliefs Resilience Confidence Responsibility Team spirit and a tendency to collaborate Approachable Calm under pressure 	
OTHER COMMENTS: All roles require a DBS/Police check		

100 Church Road, Teddington TW11 8QE United Kingdom

T +44 (0)20 3906 3906 E info@tearfund.org www.tearfund.org

TEARFUND
Information for applicants

Job title: Digital Project Manager (12 month contract)

Office hours:

Monday to Friday 9.00am - 5.00pm with one hour for lunch.
35 hour working week

Annual leave - full year:

25 days pro-rata
+ statutory bank hols
+ additional day at Christmas

Sick leave scheme:

Based on length of service

Non-contributory pension scheme:

Tearfund will contribute 10% of your salary to your pension. All staff are contractually enrolled onto the Tearfund group pension scheme

New staff service:

6 months probationary period with a 3 month review

Grade: 3

Salary: £37,250