

Digital Project Manager



- **6 month fixed term contract**
- **Flexible working considered for the right applicant**
- **February - July 2018**
- **Reporting to: Head of Product**

The SRA is growing the number of sustainable places to eat in the UK and making them easier to find and enjoy.

We exist for the benefit of those behind restaurants, for those who enjoy restaurants' food and for the planet. We're helping places to eat become more sustainable.

We provide a wealth of knowledge, support, tools, resources and accreditations which help organisations and consumers make informed choices about how to run their restaurants or decide where to eat.

In 2018, we are further developing on these, and you will support our organisational growth through owning key internal digital projects.

You'll have experience managing complex digital projects with lean and agile methodology, and working in a small project / development environment with fluid roles.

You'll be familiar with front end and back end digital projects, and have a good working knowledge of using Salesforce, Salesforce Communities and 3rd party apps, as well as WordPress and Xero integrations.

Responsibilities

- Support the delivery of key projects, focussing on increasing value to our members, including: member accreditation, marketing automation, and community development
- Manage the GDPR compliance project
- Support project management of a new front-end website build as required
- Support with ongoing maintenance of our Salesforce org
- Document project goals, timeline, budget and execution plan
- Support with Salesforce Lightning readiness and activation planning
- Drive projects to timely completion with the team, and with external partners
- Providing troubleshooting and clear risk and issue flagging to the team

Qualifications / person spec

- Understanding of Salesforce as a development environment (required)
- Experience using Salesforce, Salesforce Communities and 3rd party apps (required)
- Working with external developers and overseeing and testing their work (required)

- Working knowledge of Pardot, Qualtrix, Conga (highly desirable)
- Knowledge of digital audit and accreditation projects (desirable)
- Project Management qualifications (desirable)
- Salesforce certification/s (desirable)

Measure of performance

- Owning and delivering on project plans for member accreditation, marketing automation and Salesforce Community development to agreed timescales
- Successful rollout of new Qualtrix-based member accreditation process including Salesforce process automation where possible and member status reports and dashboards
- Successful initial implementation of Pardot with Sales, New Member on-boarding and member engagement 'journeys' in place
- Development of our Community to enable members to manage their account communication preferences and Sustainability Focus Areas
- New front-end website successfully deployed
- GDPR Compliance in advance of May 25th deadline.
- Salesforce Lightning ready
- Future-proofed member accreditation process
- Continued development of our Pardot capabilities, including member accreditation journeys
- Roadmap in place for further Community development

To apply:

Visit www.thesra.org/jobs

You must be available to start from early February.

Please send a CV and brief covering letter outlining how you meet the specific requirements outlined in the person spec to Jobs@thesra.org

Successful applicants will be asked to a telephone/Skype interview from w/c 2nd January.

Closing Date for all applications: 19th January, however you are encouraged to apply early as candidates will be reviewed on an ongoing basis through January.