

## Job description



### Project Manager (communications)

Salary:	up to £35,000
Location:	Predominantly home-based working virtually,
Job type:	Permanent [after probationary period of 6 months]

Reporting to the Director of Business Development, this new role is being created to support the growth of the Strategic Development Network as it works with new and existing clients, programmes and projects. It will support the delivery of projects and events and the creation of content for written and online resources.

### Main duties and responsibilities

- Create content for external communications, in collaboration with external communications agencies, SDN funders, and Learning and Skills sector stakeholders
- Contribute to the development, production and creation of online content, such as blogs, features and social media posts, tools and resources for SDN's services, programmes, profile raising and marketing
- Spot opportunities and propose ideas for the development of resources, content and client communications
- Contribute to the effective management of projects and programmes across the business by undertaking tasks such as (but not limited to) report writing, risk management, research, and creating and delivering proposals and presentations

### Wider contribution to SDN

SDN is and has always been a virtual organisation with all staff and associates working from home. Our culture is based on trust and flexibility, with a strong and long-term commitment to employees and their families health and welfare. Staff will have freedom to operate and innovate with SDN's overall strategic framework and goals.

- Where possible, directly contribute to SDN's customer-facing and fee-earning activities, and proactively, contribute to the growth and success of the business
- Demonstrate commitment to your own continued professional learning and development, including pursuing relevant qualifications and accreditation
- Work in a collegiate and supportive manner with all the SDN core team and associates
- Identify process improvements and ideas that improve SDN's working environment and productivity

<b>Attribute</b>	<b>Description</b>	<b>Essential / Desirable</b>
Experience	Writing insightful, well-informed and engaging education or skills content for employers, and education and skills providers	Essential
Experience	Managing and delivering successful projects	Essential
Knowledge	The learning and skills system in the UK, especially the apprenticeship and technical education system	Essential
Skills	Effective team working and communications in a distributed and virtual environment	Essential
Skills	Drafting, editing and completing high quality writing	Essential
Skills	Managing and participating in online meeting activities	Desirable
Skills	Information and communication technologies, in particular Microsoft Office, SharePoint and Teams to a high standard	Essential
Behaviours	Enterprising, entrepreneurial, proactive in taking the initiative	Essential
Behaviours	Flexible, collaborative, commercial approach appropriate to working in a small, agile team	Essential
Behaviours	Crisp and clear communication	Essential
Behaviours	Adopt SDN's company values	Essential

Experience	Managing and delivering successful projects within the learning and skills sector in an employer context	Desirable
Skills	Experience of maintaining web-sites, and use of WordPress	Desirable
Qualification	Relevant apprenticeship, degree or professional qualification	Desirable
Qualification	Evidence of continuous professional development	Desirable