

JOB DESCRIPTION

Project Management Graduate

Responsible to: Marketing Manager

Job summary: This role will coordinate the development of our learner support and online courses platform. The person will support the growth of Signature making sure that everything we do offers our customers the best user experience.

The person in this role will coordinate the creation, updating and development of all our online content making sure to deliver the project on time and within budget.

Key Tasks

1. Coordinate the development of all Signature online content which includes BSLHomework, teacher training, CPD and other online courses we offer. This includes creating any scripts, coordinating recording and editing of videos, as well as leading on any platform developments required.
2. Oversee our annual product (online materials) review cycle to ensure all products are up to date, advising on improvements we should make, including any gaps in the market that we could fulfil.
3. Work with our developers to make sure our system can appropriately support all our products, including any new products we create. Working with the marketing manager to agree any developments required to meet the organisation's needs.
4. Project manage all Signature online content developments, including any new ones we may create, delivering the project on time and to the agreed budget.
5. Work with the qualifications team to ensure that assessment materials, align with our support products.
6. Provide support to all customers who use our systems, to make sure they are given them the best user experience.
7. Provide support the rest of the Signature team on our support products, providing training and guidance on how the system works.
8. Coordinate filming, scripting and editing of all online resources and updates.
9. Liaise with external experts to Signature for advice and guidance on our support products, utilising their subject expertise.
10. Provide creative input and expertise on the development of all Signature products.

11. Report to the marketing manager on the uptake and usage of our subscribers across all of our products.
12. Manage quality assurance for materials recorded as part our products.
13. Carry out any other duties which may reasonably be expected of the postholder.

PERSON SPECIFICATION

Project Management Graduate

Requirements	Essential	Desirable
Education	Educated to degree level or equivalent.	Business related degree or equivalent.
Experience	Experience of project management. Understanding of processes required to deliver projects on time to appropriate standard.	Delivering online web-based projects. Experience of managing budgets.
Knowledge	Confident using computers and software, including Microsoft office and excel. Producing reports and other documents for a range of audiences and purposes.	Understand of BSL and Signature qualifications. Devising the content of training sessions. Experience of the web-based learning systems.
Skills and abilities	Ability to get to the heart of the problem, plan a solution, and see it through effectively to completion. Strong initiative, drive and enthusiasm. Flexible and adaptable. Good general administration and organisational skills. A positive and proactive team player with the ability to think and act on ones own initiative. Effective and efficient time management. Excellent interpersonal skills, able to deal with people at all levels. Excellent oral and written presentation skills. A high level of proof reading accuracy and attention to detail.	

	Ability to work under pressure and meet deadlines.	
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Location and working hours Signature offer hybrid working, in some roles we will require the person to be in the office at certain points each which, which are subject to line manager approval.

Our office is based in the Durham we are located in First Floor, Shannon House, Mandale Business Park, Belmont, Durham, DH1 1TH.

Working hours – full-time 37 hours per week, Monday to Friday.

Salary Full-time £23,000 circa per annum.

Holidays Full time – 26 working days per year plus recognised bank or public holidays currently 8 in all. Of the 26 days holiday, you must keep up to 3 days each year to bridge the gap between Christmas and the New Year, when the office closes.

Requirements Post is subject to a 6-month probationary period and receipt of references satisfactory to us.

Employees are expected to complete the following Signature courses within 2 years of commencing employment:

- Level 1 Certificate in Developing Communication and Awareness with Deaf and Deafblind People.
- Level 2 Certificate in British Sign Language.

Pension Signature operates an auto enrolled pension scheme through the Pensions Trust (TPT).