

ctconsults.



Application Pack – Project Manager

Closing date: Monday 31 May, 12 noon

CTConsults is expanding its Digital Transformation Team

Application Pack – Project Manager

Salary

£28k–30k pa

We are very willing to go to the top of the range for the right mix of skill, experience and aptitude

Contract Type

Full-time, permanent

Introduction

CTConsults is an industry-leading agency, bringing innovation thinking to the worlds of destination marketing and cultural tourism.

We drive digital transformation in the cultural and tourism sectors by bringing together the capabilities needed to help destinations and partnerships be more visible, grow and thrive. We help clients harness the power of data, capitalise on technology to support their business objectives, create high performing customer journeys and experiences, and develop digital skills and digitally minded organisation cultures.

We do this through working on projects – typically with destinations and their local or regional partners, rather than with individual organisations and businesses. With a number of significant project wins in 2021, we are now realising our ambition to build a unique cultural-tourism digital transformation team, and to do it quickly.

You will find yourself working on a range of high-profile digital transformation projects, such as:

- A multi-million Euro, three- to seven-year strategic development programme with a European national tourism organisation. This project aims to take some 2,500 tourism service providers (e.g.: attractions, tours & activities, accommodation) on a digital transformation journey towards improved online bookability, omni-channel distribution and digital marketing and analytics capabilities.
- A major international sporting event where we are working with the host UK region to put in place marketing infrastructure and practices that will overhaul the way in which they and their cultural partners market themselves as a leisure tourism destination.
- Ongoing projects in Greater Manchester, Leeds, Wakefield and Southend-on-Sea, amongst others, that are aimed at improving access by visitors and communities to information about local attractions, events and businesses – by developing visitor information platforms, implementing centrally-managed listings and sharing information via API with websites and other applications.

If you are interested in the worlds of culture, destination-marketing, travel and tourism, we believe we can offer really exciting new opportunities, where you will be stretched, stimulated and rewarded, knowing that you are making a real difference to sector recovery and sustainability.

Core Purpose and Role

As Project Manager, you are the cog that keeps the team running smoothly, central to project delivery and management processes. We will look to you as the go-to-person for all aspects of day to day delivery. You will be highly organised, responsive and task focused – and comfortable asking for the right inputs from the right people at the right time whoever they are – co-worker, supplier, client.

Our projects vary tremendously, so it isn't possible to be definitive about what you will be doing, but project coordination skills and experience are the critical factors including project planning, escalating issues, removing roadblocks, getting tasks signed off to time and budget.

You will have successfully performed this role before, but not necessarily on digital projects.

As part of your role you will

- Schedule projects into our project management system
- Micro-manage the day to day details, identify resources – escalating issues and solving problems along the way
- Proactively 'move things along' – chasing suppliers and clients to drive a project through
- Coordinate events and meetings, book facilities, make travel arrangements
- Undertake appropriate delivery tasks yourself as well as know when to bring the right people together to progress ideas and make decisions.
- Keep projects to time, and well communicated with clients

Person Specification

- You may see this as a step up from being a digital project coordinator or a purposeful career switch from another project management industry such as events/media production.
- What really counts is that you love managing projects and have a demonstrable track record of success in previous Project Management/Coordination of complex multi-partner projects, ideally over £250k.
- Experience of coordinating digital projects will help.
- Either way you need to be tech savvy and digitally competent.
- More importantly, you will be someone who can take a 'brief' and keep on top of it – you won't mind chasing things or people down and solving problems whilst maintaining good working relationships.
- You will be a completer-finisher – caring as much about the wrap-up and resolution of a project as the set-up.
- You will be a team player, and get satisfaction from getting things done/being efficient whilst maintaining attention to detail and quality.
- You will be 'client-focussed', a great communicator who is reassuring and proactive.
- We imagine you will be educated to degree level, although this is not essential as your experience will count more. You will likely have undertaken relevant courses and systems training however through your work.

Details and how to apply

To apply, please send a full CV and your own covering letter telling us why you are the person for us.

Please email to pam@ctconsults.com, with 'Project Manager Application' in the subject line. No later than Monday 31 May, 12 noon.

Salary

£28-30k pa

We are very willing to go to the top of the range for the right mix of skill, experience and aptitude

Contract Type

Full-time, permanent

Holidays

23 days, increasing with service, plus bank holidays

Location

Manchester – currently blended home-office working, including potential travel

Working life at CTConsults

We are a small team of big thinkers – as colleagues, we work collaboratively on a wide range of projects and offer plenty of scope for people keen to get stuck in and get on. Our portfolio of work covers cultural & tourism strategies, place branding and placemaking, and digital transformation – all with strategic and implementation focus.

In addition to our strategic work we run the award-winning website www.creativetourist.com and we have developed a data platform to support partnership working in aspiring cultural destinations – www.culturehosts.co.uk.

We have built a reputation for championing and developing models and programmes to help build digital capacity and capability in our sectors, and now is a great time to join us as we apply some of this thinking with our clients.

www.ctconsults.com

Recent Clients



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