

Project manager – websites

# Job description

March 2022



Certified



Corporation

This company meets the  
highest standards of social  
and environmental impact

# Project manager – websites

## Overview

In this pivotal role you will oversee multiple website projects, from initial briefing through to public launch. You'll be the key point of liaison with clients, designer and developers.

You'll often be in the initial set-up and discovery stage of one or more projects; in the design or development phase of another; and managing the deployment of another.

### Salary: around £35K

We're genuinely open to a discussion if you feel you are worth more, or if you feel you'd need to work up to this level.

### Location: open to discussion

We are a team (not a collective of freelancers). Some work fully or partly remotely but most enjoy the collective culture of our studio in Greenwich, London. We're happy to chat about a balance to suit you and this role.

### How to apply: write (don't send a CV)

We want to know about you not where you lived or went to school. Write to us about why you'd be the ideal fit for our team. Include examples of projects you've managed; tell us about your involvement and why you're proud of what you achieved.

### Apply by: 11am, Monday 28th March

Email [opportunity@cogdesign.com](mailto:opportunity@cogdesign.com)

We've got work to get on with straight away. But we'll wait for the right person.

## Liaising with clients

- Being the lead point of contact
- Leading meetings and workshops
- Scoping and mapping out the technical requirements of new projects
- Drawing up site-maps and wireframes
- Actively managing so we push projects forward (not waiting and reacting)
- Responding to enquiries, understanding client needs and providing reasoned responses – options, action plans, timelines
- Negotiating and establishing budgets, or a scope of work based on fixed budgets, and ensuring that they are agreed and met
- Forming close working relationships, enabling us to spot opportunities and issues in time to address them. Liaising with the rest of the team to take action
- Being a hands-on do-er in areas such as snagging and testing; providing or overseeing quality control before work is sent to clients
- Describing complex ideas with the confidence of jargon-free language
- Being prepared to put forward our team's perspective, robustly, to clients

## Liaising with the team

- Oversee and encourage dialogue between developers and designers to ensure a clear shared understanding
- Provide a client perspective in ways that chime with our designers and developers
- Work with our Resourcing Manager to meet timelines and budgets (or have good reasons for the extra investment)
- Identify opportunities and problem areas early and address them
- Look out for areas of best practice and technical skills that we can adopt; liaise with others and make that happen

### An active team member

Be an enthusiastic advocate of our approach, ethos and culture.

Maintain and improve our systems: accurately record time, follow admin procedures, swiftly respond to requests from colleagues

Actively engage in your personal development and support the development of others.

Recognise, respect and promote the diversity of the individuals within our team.

## Qualities and knowledge required

We're looking for someone who can show us they'd be a great addition to our team. That probably means they can demonstrate the following:

- Enthusiasm for the sector we work in and empathy for the needs of our arts-based clients, perhaps through experience, working in an arts organisation
- Well-proven experience in project management and delivery
- Highly organised tenacious completer, with a methodical approach and a meticulous eye for detail
- A multitasker who can work concurrently on projects at different levels
- Ability to explain complex tasks in everyday English
- Working knowledge of content management systems such as WordPress
- An understanding of (or desire to learn) how different systems integrate into websites
- A team player with a desire to constantly improve, and to help others do the same

# What's it like at Cog?

We create our best projects with people who are genuinely excited about their jobs so we choose only to work with those people. For us that means working exclusively in the world of arts and culture.

Using WordPress as our main content management system, we design and build unique websites that help arts organisations inspire their audiences.

Formed in 1991, we are probably the UK's most experienced agency working in the arts.

We are experts in the technology (especially in ticketing integrations) and we speak in plain English because we are confident enough not to need to hide behind jargon or acronyms.

Our studio, right next to Greenwich station, has all the things you might expect (including a pool table, a well-appointed kitchen and a cupboard of fancy teas) and some things you might not (like an indoor garden and fishpond).

## Cultural advocates

We firmly believe in the power of culture to transform lives.

We work for free on campaigns to raise awareness and lobby for greater recognition of the arts, especially for the importance of creative subjects in education.

We are financial supporters of initiatives such as Arts Emergency, the Black Ticket Project and Blueprint for All. And we are the 'in-house' agency for the National Campaign for the Arts.



## Certified B Corporation

Profit is vital to our business but it isn't our only driver. We also want our business to be sustainable, equitable and inclusive. For that reason we are a Certified B Corporation.

That means we have met exacting standards about the way we value our team, the efficacy of our working practices, the choices we make around suppliers and the overall benefit we provide to society.

It means we have an unwavering ethical policy; an active approach to equity, diversity and inclusion; and a positive stance on accessibility and inclusivity.

And we are on a journey towards a fully sustainable studio, including carbon positive website hosting.



## Cog Nights and Cultural Calendars

We fund a monthly cultural outing that we call Cog Nights; we mix in-person outings and online experiences so we can involve our remote team.

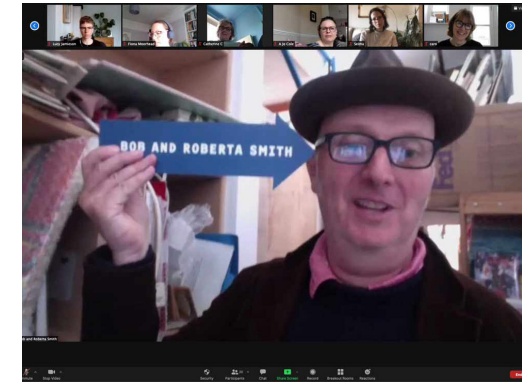
We review our Cog Nights on our website and we support emerging talent by commissioning a new illustrator to provide each header image.

And we send a monthly Cultural Calendar of our reviews and recommendations to an ever growing email list.

## Discussion days

At least once a year, in May, we close the studio and invest a day or two in ourselves; most of our remote team join us in person.

We spend the day learning from the past and planning the future. Everyone is invited to contribute to the agenda and join the conversation. Together we contribute to the decisions that shape the company's direction. And we continue into the evening with discussion and dinner.



## Breakfast Briefings

We run early morning, monthly sharing sessions that we call Breakfast Briefings.

We invite speakers from a wide range of backgrounds: artistic directors, politicians, marketers, technologists, artists, curators, makers and many more.

We invite a select (and growing) list of clients and friends to join us in the audience. It's been great to make introductions and spark collaborations.

And on the off weeks we often host internal learning sessions where members of our team share their expertise and research with the rest of us. It's a great platform for talking about the topics that matter most to us.