

Job Title:	<b>Project Manager</b>	Team:	<b>IT</b>
Reports to:	<b>Andrew Lowther</b>	Reporting in:	

### **One Team One Vision**

Every member of the Explore team agrees to actively contribute to the company's success. Explore has a flexible and open working culture and expects all staff to be flexible in their own approach. This means being willing to help out with any task, role or project at any time, as required.

It is equally important that all team members have a positive, pro-active and customer-focussed attitude, and are happy to work in an ever-changing business environment.

### **Role Summary and Job Purpose:**

As project manager you will be responsible for the delivery and management of a wide range of projects on time within budget and scope. The role requires a wide breadth of knowledge in various online and ecommerce platform technologies, ideally in a management capacity, as well as experience working with multi-vendor system integrations and internal development teams.

You will be required to work closely with key stakeholders within the business to gather requirements and produce the appropriate project documentation.

### **Key Responsibilities:**

- To coordinate internal resources and third parties/vendors for the execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Manage resource availability and allocation
- Manage all aspects of projects, from discovery/estimation, through to development, UAT, implementation and post implementation review
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs.
- Measure project performance using appropriate systems, tools and techniques.
- Report and escalate to management as needed.
- Manage and create positive strong relationships with all stakeholders – internal and external.
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

### Skills and Experience:

	<i>Essential</i>	<i>Desirable</i>
Minimum 3 years of previous project management experience managing integrated eCommerce B2B/B2C projects.	✓	
Experience in following formal project management process, Prince 2, and demonstrate ability to adopt and adapt processes as appropriate	✓	
Self-starter who can work well both independently and within a team	✓	
Proactive can do attitude	✓	
Familiarity working with Content Management Systems (CMS).	✓	
Experience managing multiple projects in parallel	✓	
Ability to treat people with respect under all circumstances, instil trust and uphold the values of the business, whilst also being able to have the challenging conversations when necessary	✓	
Experience of Agile / Scrum methodology is, and how it applies to development		✓
Experience of working with Kentico CMS		✓
Have an understanding of the importance of UX testing and design, and a passion to see customer centric solutions delivered for digital and technical business problems		✓
Understanding of HTML		✓
Understanding of Google Analytics		✓
Understanding of SEO		✓
Excellent analytical skills with the ability to effectively problem solve	✓	
Demonstrate excellent, grammatically correct, writing ability.	✓	
Previous travel industry experience		✓
	<i>Essential</i>	<i>Desirable</i>
<b>Education:</b>		
Higher education	✓	

Explore reserves the right to vary your tasks, duties and responsibilities at any time and from time to time according to the needs of the Company's business. However, you will not be assigned to duties or required to perform services which you cannot reasonably perform or which are outside the range of your normal skills and experience. There will also be times when you may be asked to transfer, either temporarily or permanently, to an alternative job within the Company. Where this is agreed with you, either on a temporary or a permanent basis, it will be confirmed to you in writing.

**Date of Description:** 6<sup>th</sup> April 2018