



Zoe Amar Digital are looking for a Digital Manager to work with us on our mission to help charities and nonprofits lead digital change with confidence, developing strategies which increase their resilience, income and influence. You'll be working closely with Zoe Amar, developing and honing your skills on projects for clients. The role also offers the chance to work on our thought leadership projects, such as our reports and resources which are helping shape how charities use digital.

## **ABOUT THE ROLE**

**JOB TITLE:** Digital Manager

**LOCATION:** UK-based, remote working, but with occasional meetings in London or Hertfordshire

**WORKING HOURS:** Equivalent to 1 day per week, distributed across the week, during Monday-Friday working hours

**SALARY:** Competitive, dependent on experience

This is a 6 month fixed term contract but may become permanent

## **ABOUT ZOE AMAR DIGITAL**

We've worked with hundreds of organisations, improving their confidence and understanding of digital, so that they reach more people, increase income and grow their influence, helping them be more resilient. We help charities and nonprofits get on the front foot with using digital to thrive. Our clients have included everyone from NSPCC and The School for Social Entrepreneurs to Anglia Ruskin University.

Our thought leadership from digital reports to toolkits and our digital leadership programme is helping set the agenda for the way charities use digital. This expertise informs everything we do. Our aim is to help leaders feel confident, skilled up and in the right mindset for digital change. Our founder, Zoe Amar, also chairs The Charity Digital Code of Practice.

We work very closely and in partnership with charity leaders and have become a trusted advisor to many. Our work is fast paced, lively, and challenging, and we've taken great care to create a supportive environment for the team so that they can develop their skills, encouraging them to grow into leaders.

We are committed to flexible working and we have plenty of team members who have family commitments. We don't mind where or when you work provided that you deliver work to the high standards we are known for, meet deadlines and are contactable.

Zoe Amar Digital is an equal opportunities employer and we are very keen to hear from candidates from diverse backgrounds.

## WHAT WE'RE LOOKING FOR

You'll have a background in digital, with some experience of strategy and fundraising, and managing relationships with clients or key internal stakeholders. With our support, you'll be confident delivering digital reviews, working on aspects of strategy projects, managing client relationships and providing support on the reports and content we produce.

You'll have the following skills:

- Digital marketing: understanding and mapping user needs, channel and content analysis, writing digital reviews, content creation, CMS management and reporting
- Digital fundraising: campaigns and developing strategy, and advising on measurement
- Digital strategy: experience of working on strategies
- Account management: understanding or experience of working with clients and how to grow strong relationships

An understanding of service design would be helpful, but is not essential.

Ideally we are looking for someone who has experience in all of the above areas but are happy to provide training and support for the right candidate.

## WHAT YOU'LL BE DOING

Working closely with Zoe Amar, you'll work on digital strategy projects, help run workshops, manage client relationships and collaborate on our thought leadership projects. Every day is different and varied here. One day you could be working on a digital review as part of a transformation project, and on the next advising a client about a digital comms crisis or planning a workshop.

We believe that a digital organisation is a learning organisation and will invest in your learning and development.

## WHO YOU ARE

You are passionate about charities and digital. You're good at getting to know and building relationships with clients, and you enjoy being part of a dynamic team who are doing fast paced, interesting projects. You're keen to learn and enthusiastic, reliable and take pride in delivering high quality work.

Experience of remote working and a background in working in agencies is a bonus.

You're also:

- Eligible to work in the UK
- Fluent in English to a native level
- Extremely well-organised and practical
- Highly motivated and comfortable working independently on tasks

A degree isn't essential for this role.

## HOW TO APPLY

Email your CV to [zoe@zoeamar.com](mailto:zoe@zoeamar.com) and some content describing why you are interested in this role- it could be a video, an email, an infographic, a tweet or a blog. The deadline is **5pm on Monday 7 October**.