

JOB DESCRIPTION

Job details:

Job title:	Digital Project Manager
Department:	Commercial – Marketing
Reports to:	Commercial Director
Contract length:	12 months (Fixed Term Contract)

NQA Certification Ltd

NQA helps SMEs, large enterprises and non-profit organisations to perform better in Quality, Aerospace, Environment & Energy, Information Security and Health & Safety management. We make sure these improvements continue year in, year out. Our clients never stop improving. We do this by providing accredited certification, training and technical support for management systems. We've been working in partnership with our clients for almost 30 years to help them achieve their aims. NQA is one of the world's leading third-party certification bodies providing product and management systems certification in over 28 countries.

Role outline and dimensions

To lead the successful planning, management, and delivery of NQA's website rebuild project, alongside some smaller digital projects where required. The role will ensure the project is scoped effectively, delivered on time and within budget, and achieves the organisation's objective of creating a high-performing, lead-generating website.

The post-holder will combine strong project management expertise with digital marketing knowledge, particularly in SEO, website UX, and digital lead generation, to ensure the new website delivers measurable business results.

Qualifications required for the role:

- A bachelor's degree (or equivalent professional experience)
- Project management qualification e.g. Prince2, PMP, Agile (desirable)
- Evidence of CPD in digital marketing, SEO, or UX (preferred)

Personal attributes:

- Strong leadership skills with the ability to influence and motivate stakeholders
- Commercially astute with an eye for opportunities to improve digital performance
- Results-driven, with a focus on measurable business outcomes
- Collaborative and confident in cross-functional team working
- Proactive, resilient, and able to problem-solve under pressure

Budget: The post-holder will be responsible for managing the project budget and ensuring efficient allocation of resources across internal teams and external suppliers/partners.

Location: Hybrid – Warwick House / Remote

Key duties and responsibilities:

Project Management

- Lead the full lifecycle of the website rebuild project from planning to launch.
- Define and agree project scope, objectives, deliverables, and success criteria with stakeholders.
- Develop and manage project timelines, milestones, risks, and dependencies to ensure delivery on time and to budget.
- Coordinate internal resources and external agencies/developers, ensuring clear accountability and communication.
- Report weekly and monthly on project progress, risks, and performance to the Commercial Director.

Digital Marketing & UX

- Ensure SEO best practice, UX principles, and lead generation requirements are embedded in the website rebuild.
- Work with stakeholders to define and prioritise content strategy, structure, and user journeys.
- Set KPIs and success metrics for the website's performance post-launch (traffic, conversions, leads).
- Ensure analytics and tracking tools are implemented correctly to measure outcomes.

Stakeholder & Supplier Management

- Act as the key point of contact between NQA and external suppliers/partners throughout the project.
- Build effective working relationships with senior leaders, technical teams, and stakeholders.
- Ensure alignment of the website rebuild with wider organisational goals and brand positioning.

General Requirements

- Uphold NQA's values and commitment to quality, integrity, and client focus.
- Ensure project delivery adheres to relevant data protection, GDPR, and accessibility standards.
- Undertake any other duties as required to ensure successful project delivery.

Essential	Desirable
• Proven experience in leading end-to-end website rebuilds or major digital transformation projects.	• Experience working in a B2B services or certification/regulated environment.
• Strong project management skills, including scoping, planning, risk management, and delivery to deadline.	• Familiarity with CMS platforms (e.g. WordPress, Drupal) and marketing automation tools.
• Knowledge and hands-on experience of digital marketing best practice including SEO, website UX, content strategy, and analytics.	• Experience in lead generation strategy and conversion rate optimisation.
• Experience managing agencies, contractors, and internal stakeholders.	
• Excellent communication skills with the ability to engage senior leadership, technical teams, and non-technical stakeholders.	
• Highly organised with strong attention to detail and the ability to prioritise competing demands.	

Prepared by:

Rowan Cammarano, Commercial Director

Date:

September 2025