



## Delivery Manager

### About Parent Zone

[Parent Zone](#) is a social enterprise that sits at the heart of modern family life, providing advice, knowledge and support to shape the best possible future for children as they embrace the online world. We bridge the gaps between parents, policy and platforms, providing insights and knowledge in order to shape a better future for all.

Since 2005 we have worked with partners such as Google, FaceBook and the Home Office to develop innovative projects, giving families information, support and advice.

We are optimistic about the future while recognising the challenges families face in bringing up children in a digital world - challenges we seek to ameliorate.

## The role

As Delivery Manager, you will be working with colleagues to **deliver large scale projects with high profile, global partners**. You will be coordinating a number of aspects across multiple complex projects including managing a team that includes remote workers, freelancers and planning efficient delivery plans and maintaining high standards at every level of delivery.

## What this will look like:

- Providing consistent and effective management to a diverse team of freelancers across the U.K.
- Working with the Events Coordinator to ensure events are booked and skillfully arranged across several projects.
- Working with the Logistics Manager to plan and deliver the practical aspects of complex projects including staffing and resources.
- Assisting in the planning and execution of new projects.
- Working closely with other teams to ensure both internal and client KPI's are consistently met.

## Skills and experience

- You will be an exceptionally organised person with the ability to run complex projects and think about effective use of resources in your planning.
- You will enjoy a challenge and relish the opportunity to scale projects at speed.
- You will have experience of organising events including setting dates and making logistical arrangements.
- You will be a skillful communicator who is accustomed to collating essential information with a meticulous attention to detail
- You will be used to working to targets and enjoy the challenge of making things happen
- You will be flexible and able to juggle multiple projects whilst maintaining quality for each of them.
- You will be a confident problem solver, unruffled when things go wrong and quick to deal with any crisis.

To apply, please send your CV and a covering letter outlining your suitability for the role to [rebecca@parentzone.org.uk](mailto:rebecca@parentzone.org.uk). Please note that applications without a covering letter will not be considered.