

JOB DESCRIPTION

Job Title: Project Manager (Marketing)	Department: Operations
Reporting To: Operations Team Lead	Job Type: Remote, part-time (5 hours a week) & Volunteer (unpaid)
<p>Job Objective(s) To enhance the efficiency and coordination of digital marketing initiatives by supporting the Brand Storytelling & Communication team (aka Marketing team) through structured project management, workflow optimisation, and cross-functional alignment.</p> <p>The Project Manager works closely with the Brand Storytelling & Communication team, supporting the planning and execution of digital marketing activities across social media, web, and design functions. While reporting to the Operations Team Lead, this role is embedded within the marketing team, attending weekly meetings and ensuring smooth coordination of campaigns, content, and workflows.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Manage and track marketing projects and workflows using ClickUp and other tools as needed • Coordinate tasks and timelines across social media, web, graphic design, and marketing functions • Attend weekly Brand Storytelling & Communication team meetings as an active team member • Ensure alignment between marketing initiatives and organisational priorities • Support campaign planning, execution, and delivery tracking • Monitor progress of digital marketing activities, ensuring deadlines and quality standards are met • Facilitate communication between marketing and operations teams • Identify workflow inefficiencies and propose improvements • Maintain accurate documentation of campaigns, assets, and timelines 	
<p>Skills and Competencies</p> <ul style="list-style-type: none"> • Strong project management skills within digital marketing environments • Understanding of marketing workflows (social media, content, web, design) • Excellent coordination and stakeholder management skills • Ability to manage multiple campaigns and deadlines simultaneously • Strong communication and collaboration skills across creative teams • High attention to detail and organisational skills • Proactive mindset with problem-solving abilities 	
<p>Other Qualifying Criteria</p> <ul style="list-style-type: none"> • Education: Relevant degree or equivalent experience in Marketing, Communications, Business, or related field • Experience: Experience managing digital marketing workflows or coordinating marketing projects (2-3 years minimum) • Knowledge: Familiarity with digital marketing processes, content production cycles, and tools such as ClickUp, or similar • Time zone: GMT to GMT+4 	