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Corporation

**Project Manager**

**Job Role Specifications**

# Project Manager

## No boring brands here.

At Navigate, we work with brands with purpose, that help us explore and protect our world. Brands like the RSPB, The National Marine Aquarium, The Sea Life Trust, the Japan National Tourism Organisation, Visit Catalunya, Visit Mauritius, DFDS and more - check out our website to get a flavour for who we are [www.navigate.agency](http://www.navigate.agency), and if you like what you see, please read on.

We're looking for our next collaborator; a Project Manager, who can organise our clients' projects, guide their marketing, coordinate our services, and ultimately deliver the success we've become known for.

The role's focus will be on delivering the highest level of service for your clients, working closely with our teams to scope and manage both creative and digital media campaigns end to end, delivering them on time and on budget.

As a primary point of contact between Navigate and our clients, your expertise will be required to guide client discussions practically, and strategically, and as such, industry knowledge and a track record are essential.

For this role, digital content writing skills would be a bonus.

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# What does great look like?

We're looking for someone with a particular set of skills ;-)

- Tourism or conservation marketing campaign management experience, track record and success.
- Multi-tasking, attention to detail, strong project management skills lalalalala - all the things you would expect, that we would expect.
- A passion for great work that you are proud of, but not for any old brands, for brands that actually make a difference.
- Our team fits together around the following core values. If this is you, maybe we're your kind of business?
  - We're **Dynamic** - the world is changing apace - we adapt, innovate and thrive.
  - We **Do What We Say** - in our work, with our clients and with our B Corp commitments - whatever the challenge, we'll find a way.
  - We're **Collaborative** - we all chip in, we work together through the rough and the smooth and we're an essential part of our clients' teams.
  - We're **Planeteers** - we care about our planet a lot, and we know we can, and do, make a difference

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# The offer

As well as a salary of £30,000k - £40,000k per annum (dependent on your experience), we provide:

- Flexible working hours and hybrid working options
- 25 days holiday, plus Bank Holidays
- Company Profit share
- A wellness budget - to spend on boosting your wellbeing – think gym memberships, physio, massages etc
- Quarterly company-wide check-ins and socials
- A generous training budget
- Industry training sessions
- A welcoming and friendly company culture that promotes a healthy work/life balance

And that's just for starters, with more benefits based on length of service!

**To apply for this role, please send a CV and cover letter to [holly@navigate.agency](mailto:holly@navigate.agency)**

*Navigate is an equal opportunities employer and committed to creating a diverse and inclusive working environment. We welcome applications from anyone suitably qualified for each role and when it comes to recruiting, hiring, developing and promoting employees, we treat everyone equally regardless of their age, sex, sexual orientation, race, nationality, gender reassignment, marital or civil partnership status, age, disability, colour, ethnic or national origin, religion or belief, and place an obligation upon all of our employees to respect and act in accordance with this policy.*

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[navigate.agency](https://navigate.agency) | +44 (0)1174 400 500 | [holly@navigate.agency](mailto:holly@navigate.agency)