



Job description

Head of Digital Products

Location:	Preferably London or Totnes	Reports to:	CEO
Contract:	Full-time contract	Salary:	Competitive

About Common Seas

Common Seas is a social enterprise on a mission to quickly and significantly reduce the amount of plastic waste produced and stop it polluting our rivers and seas. Having established ourselves as both a global thought leader and a highly practical actor in the plastic pollution space, we are now at an extremely exciting stage of growth – we need someone to jump aboard and help drive our programmes to support lasting change.

What we're looking for

We're looking for someone to work across the Common Seas network to lead development of our digital tools and software solutions. You'll have a strong understanding of the digital sector and be able to adapt to emerging technologies. You'll be technically literate, with experience managing software or web development projects, ideally launching SAAS products.

You'll focus initially on our online reporting and coaching tool - PlasTICK. PlasTICK is an online tool for hospitality businesses, allowing them to set baselines, identify and implement interventions and monitor results to reduce plastic waste. You'll oversee its development, content creation, marketing and future scale up. The first launch focuses on Greece, where we already have a strong local network, and in 2023, we plan to scale the tool to other countries, while we keep improving the tool capabilities and features. You'll then be shaping our developing pipeline of other software tools and solutions to support plastic reporting and accounting for both business and government.

The role requires highly effective and efficient tactical execution, a creative and entrepreneurial soul that's tempered by a love of project management and facilitation, as well as the relevant expertise to deliver on a digital development project and entry to market. Ideal candidates will thrive in a small but growing, fast-paced team environment, able to build and maintain effective relationships with diverse stakeholders.

Key responsibilities

Product Development

- Project manage the remaining development through to launch for PlasTICK, managing the technical development team (external team of a UX/UI designer and a full-stack developer) to deliver product development plan in an agile management style.
- Spearhead the development of new tools and solutions, identifying opportunities and working with colleagues and others to define plans and deliver on proposals.
- Lead content development with Common Seas internal team and external consultants to build the best-in-class content for future releases and applications.

Programme Operations and Management

- Implement effective **programme management**, to include:
 - o Developing clear project plans including budget and timeline
 - o Manage timely delivery and budget control of project plan, with regular progress reporting.
 - o Manage contracts and workbriefs with external consultants.
 - o Maintain an active and collaborative working relationship with senior management and team. To ensure effective coordination of activities, in support of our objectives.
 - o Identify potential opportunities or issues, and report to the CEO on all matters of importance.

Business Development

- Work with colleagues and advisers to prepare and oversee implementation of business development plans, including marketing and communications strategy, to identify and convert marketing and growth opportunities.
- Spearhead the development of creative marketing and communications materials.
- Working with internal and external support teams, oversee design and production of relevant content and campaigns – from ideation to strategy, implementation, review, and execution to the ‘market’.

Communications

- Produce and deliver successful presentations and pitch decks, including for fundraising and potential investors.
- Write briefing papers for senior key stakeholders.
- Nurture Common Seas’ business and government network, representing Common Seas at external events as appropriate.
- Produce internal content as required for reporting or publicity.

Job Requirements

We’re looking for candidates who have:

- Proven project management experience (qualification desirable) in digital applications, software development, ideally in a comparable or similar sector or using relevant methodologies.
- Experience and good working knowledge in a full lifecycle digital project, from development, through user testing – improvement, to launch to market and operational management.
- An excellent understanding of web projects and implementation methodologies.
- A very good understanding and knowledge of web standards; Usability, compatibility issues, accessibility constraints and opportunities within the industry and the ability to draw on expertise to continually improve in this area.
- Great communication skills, able to produce appropriate documentation in support of digital projects including project and resourcing plans, risk and issue logs, functional and technical specifications, and regular project / client and budget reports.

Candidates should be:

- Technically astute - used to working alongside the technical team to specify and document new functional and technical solutions.
- Familiar with multiple technology platforms, i.e. mobile apps, web, email and streaming media.
- Able to demonstrate an informed opinion about the digital marketplace.
- Forward thinking, with an ability to innovate and leverage technology as it evolves.
- Able to work independently with limited supervision and can cope with multiple competing priorities and a varying workload.
- Able to work professionally and collegially within a creative and agile team that demands accuracy and dedication.

In addition, the following are desirable

- Familiarity with LCA/material flow analysis and supply chain tools.
- An alignment to the Common Seas mission an appetite to learn more.
- Experience with figma.

How to apply:

If you think this sounds like the perfect role for you, please:

Save your CV and a one-page cover letter (outlining your suitability for the role and specifying your availability) as **one PDF document**

Email your PDF to recruitment@commonseas.com (with your {Full name} and {,Head of Digital Products } as the subject line) by **Monday 20th June 2022**. **Please note: if we find a suitable candidate before then, we will close submissions sooner.**