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| **Job Title** | Digital Project Support |
| **Grade** | Grade 4 (SCP 7 to 11) |
| **Manager** | Digital Lead |
| **Direct Reports** | None |

**JOB DESCRIPTION**

**Main Purpose of Post**

The Digital Project Support officer will assist in the planning, execution and optimisation of the MCRactive digital transformation project.

This includes but is not limited to:

* Assisting in the growth of the new MCRactive Go account rewards and incentives.
* Engage and support the expansion of MCRactive providers using and advertising their services and delivery on MCRactive website.
* Support the scrutiny and testing of existing and future website and digital functionalities.

The post will also, when required, support and promote our organisation and services, in particular that of the MCRactive website, Go account and provider portal.

**Main Duties of the Post**

To engage and support the expansion of MCRactive providers using and advertising their services and delivery on MCRactive platform.

To support the development of the MCRactive Go brand and incentive scheme.

To support the successful delivery of MCRactive’s Digital Project’s outcomes and objectives.

To support, when necessary, the MCRactive’s Macromms team develop, evolve and promote the MCRactive brand to ensure it is well known and recognised in Manchester, the community and with our partners, stakeholders and the public

To undertake any duties as requested by the MCRactive Digital team, commensurate with the grade (not necessarily the role or job function) and prioritise workload accordingly to meet the demands and changing requirements of the business.

**We’re also proud to support the Our Manchester Strategy and embrace the Our Manchester behaviours and expect as a part of the MCRactive team you should adopt and adhere to these behaviours and encompass them as a part of your daily working:**

* We work together and trust each other;
* We take time to listen and understand;
* We 'own it' and aren't afraid to try new things;
* We're proud and passionate about Manchester; and
* We show that we value our differences and treat people fairly.