

## JOB DESCRIPTION

### Project Manager, Technology

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#### CONTEXT

Everyone TV runs the UK's free-to-view TV platforms – Freeview, Freesat, and now Freely.

Freeview is the UK's largest TV platform, watched in over 15 million homes. Freeview Play, our live and on demand TV service, is used on five million devices. Freesat serves 1.0 million homes carrying over 170 channels and offering linear TV over satellite and on demand content over the internet.

We're also leading free TV's evolution for a streaming age through the creation of our new Freely service which launched on smart TVs in 2024, bringing aggregated live channels and free on-demand content to UK viewers over the internet for the first time.

Everyone TV is a joint venture which is owned and supported by the UK's leading public service broadcasters (PSBs) - BBC, ITV, Channel 4 and Channel 5. We are not-for-profit and funded directly by our Members, and revenues from a range of commercial activities.

Our mission is to champion free TV for all. We're passionate about bringing together great TV in one place, for free, for the nation. Working in partnership with the PSBs and many other industry players, we are focused on offering the best free TV experience to UK viewers across terrestrial TV, satellite TV and increasingly internet TV, ensuring that free TV – with public service broadcasting at its heart – remains as strong and vibrant in the future as it has been to date.

#### THE WAY WE WORK

**Ambitious – We aim high.** We are determined and ambitious about our work, always delivering the very best for our viewers.

**Collaborative – We achieve together.** We create strong partnerships based on trust and respect.

**Supportive – We grow together.** We learn from each other, and we invest in people's wellbeing and development.

#### ABOUT THE ROLE

Reporting to the Head of Programme Management Office (PMO), the role of the Project Manager is responsible for the coordination and delivery of projects and workstreams providing customer facing experiences to millions of TV viewers to help everyone TV lead the evolution of free TV for all.

This is an end-to-end delivery role, ensuring that projects are delivered with the agreed scope, on time and to budget. The role must foster collaboration across the relevant Everyone TV teams, third party partners and suppliers and external shareholders, aligning deliverables and dependencies to deliver industry leading products and services.

## RESPONSIBILITIES

- Responsible for managing the delivery of multiple projects within the Everyone TV portfolio.
- Actively tracking progress during implementation to ensure the project delivers all requirements in line with the agreed business outcomes.
- Management of project interdependencies associated risks and issues.
- Coordinating between Everyone TV departments to ensure projects meet business goals and are aligned with product objectives and go to market strategies.
- Facilitating regular Agile ceremonies as projects dictate.
- Coordinating and managing the relationship with suppliers and external stakeholders as needed.
- Managing and coordinating releases of product or software increments.
- Ensuring projects adhere to PMO project processes and that all project status reporting is accurate and timely and that stakeholders are regularly updated.

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- Proven project management experience with a track record of delivery, ideally within media, broadcast or VOD industries.
- Experience of working with Agile and PRINCE project management principles and processes. A recognised project management or agile practitioner certification is desirable.
- Experience working in a fast-moving environment delivering complex customer facing projects to tight timescales.
- Proven success in project delivery from initiation to closure, managing multiple concurrent and interdependent projects.
- Experience of managing third party suppliers and ensuring contractual obligations are met.
- Experienced in all aspects of project monitoring, control and governance including the management of assumptions, constraints, risks, and issues.
- Experience of the identification and resolution of resourcing conflicts.
- Excellent communication skills.

- Proficient in the use of MS Project, MS Office suite, SharePoint, Jira and confluence.

## PERSONAL ATTRIBUTES

- A self-starter with the ability to perform in a high-pressure delivery environment.
- Highly organized with an ability to look forward and anticipate issues before they impact workflows.
- Excellent interpersonal skills and the ability to build collaborative and productive working relationships.
- A keen focus on quality and good attention to detail.
- Ability to manage and resolve ambiguity.
- Ability to keep calm under pressure and deliver to deadlines.
- Aware of own development needs and relishes the opportunity to expand the breadth of their skills and knowledge.
- Supportive team player and helps promotes a diverse working culture.

## LOCATION

The role is based in Everyone TV's central London offices, at the South Bank.

We are a flexible working employer and the company currently works a hybrid pattern.