Uniting business to tackle the essential digital skills gap in the UK workforce

Strategic Project Delivery Manager

Salary: c. £55,000
Contract: 12-month fixed term
Hours: 36.5 hours per week (part-time considered)
Location: Remote (UK-based), with occasional travel (mainly London)
Reports to: COO
Right to work in the UK required

About FutureDotNow

FutureDotNow is a charity uniting business to close the UK workforce's essential digital skills gap. We are the leading authority on workforce essential digital skills, with over 230 organisations signed up to the Workforce Digital Skills Charter and direct reach to more than 2 million people. Yet over 22 million working-age adults still lack at least some digital basics. Closing that gap requires coordinated, high-quality delivery at scale.

FutureDotNow is bringing focus to the digital upskilling needs of working age adults, raising awareness and bringing specificity to the action required whatever sector or role people might work in. We work with business and government to surface and solve systemic issues and provide scalable solutions every organisation can use.

Why this role matters

FutureDotNow is entering a new phase of growth and delivery. Our priorities are to engage more businesses and provide practical tools and solutions that help organisations take action on workforce digital skills.

This is a senior, hands-on delivery role at the heart of that ambition. We are looking for someone who is results-oriented, able to think strategically, and translate ideas at pace into high-quality, impactful delivery. You will turn strategy into action, coordinate complex activity across partners, and ensure programmes deliver tangible outcomes.

You will work across a cross-sector delivery community including organisations such as the NHS, Accenture, Salesforce, Amey and Gateway Qualifications. With around 50 external contributors involved in each Sprint, clarity, pace and strong delivery discipline are essential.

For the right person, this is a defining opportunity to strengthen FutureDotNow's delivery capability and accelerate progress towards closing the UK's workforce digital skills gap.

What you will do

Lead delivery across our Sprint programme and delivery community

FutureDotNow runs three 10-week Sprints each year. You will lead end-to-end delivery of the Sprint programme, ensuring activity is well structured, well-coordinated and delivers real outcomes.
You will:

- Plan and deliver Sprints end to end, including kick-offs, check-ins and in-person workshops developing agendas, content and facilitation materials
- Coordinate the setting of sprint and year-end goals, milestones and priorities aligned to FutureDotNow's strategy
- Track actions, risks and interdependencies across sprint teams, maintaining momentum and resolving blockers
- Grow and energise the delivery community, fostering collaboration and accountability
- Produce core delivery outputs such as plans, dashboards, reports and briefings
- Update the Membership Growth and Marketing Manager on new insights, tools and solutions being created through the Sprint programme, which may form part of the FutureDotNow member offer

Lead delivery of our sector strategy to engage more businesses and drive action

Working with Marsh (our sector strategy sponsor) and sector leads, you will help turn engagement strategies into practical action across sectors.

You will:

- Support the onboarding, development and coordination of sector leads and the delivery of clear action plans
- Drive delivery against agreed sector plans and milestones
- Track progress against growth and engagement measures, including Charter signatories and membership
- Ensure sector activity connects into FutureDotNow's wider programme, so learning is shared and amplified

Lead delivery of the Workforce Digital Skills Summit

You will play a central role in delivering FutureDotNow's flagship annual event, bringing together around 200 senior leaders from business, government and civil society.

You will:

- Lead development and delivery of the Summit programme and content
- Work with the CEO to shape the agenda and speaker line-up
- Brief and support speakers, facilitators and contributors
- Oversee on-the-day delivery, ensuring a high-quality participant experience
- Ensure strong post-event outputs that extend impact beyond the event

Content development and commissioning

Where workstreams are led by FutureDotNow (rather than partners), you will play a key role in content creation. Working closely with the COO, you will be involved in developing core content for deliverables, which may involve analysing data from partners, producing reports, or creating tools/resources.

You will:

- Draft, shape or edit content, such as guidance, tools, playbooks and insights, using templates, existing material or raw inputs from partners
- Commission and manage suppliers where specialist expertise is needed
- Lead and coordinate delivery through a clear milestone plan, ensuring alignment of output delivery with events and campaigning activity
- Maintain high standards of quality, consistency, evidence and accessibility ensuring all content meets FutureDotNow's brand and tone.
- Design and run pilot activity to test and refine tools before wider rollout

Skills, experience and attributes

Essential

- Proven experience delivering complex projects in multi-stakeholder or cross-sector environments
- Strong end-to-end project delivery skills, including planning, risk management and reporting
- Excellent written communication, with the ability to turn complexity into clear, practical outputs
- Experience designing and coordinating workshops, events or programmes
- Confidence working with senior external stakeholders and partners
- Ability to manage multiple workstreams and priorities
- Comfortable working in a small, fast-paced organisation with evolving priorities
- Strong digital capability and confidence using collaboration and CRM tools

Desirable

- Understanding of the digital skills landscape or related policy areas
- Experience of coalition, membership or not-for-profit environments
- Familiarity with employer engagement, sector bodies or government

Values and mindset

- Purpose-driven, collaborative and action-centred
- Strongly results-oriented, with the ability to translate strategy into high-quality delivery at pace
- Comfortable taking ownership and solving problems independently
- Values clarity, structure and high-quality delivery
- Motivated by FutureDotNow's mission and improving outcomes for working-age adults

Application Process

Our application process is designed to be straightforward and proportionate, while giving candidates a clear opportunity to demonstrate their skills.

- Stage 1: Submit a CV and short cover note outlining your interest in the role and relevant experience.
- Stage 2: Shortlisted candidates will be invited to a short initial interview.
- Stage 3: Candidates progressing from the first interview will be asked to complete a short practical task, reflecting the type of work involved in the role.
- Stage 4: A final shortlist will be invited to a final interview.

We aim to keep the process clear, fair and respectful of candidates' time.

To apply:

Please send the below information to jobs@futuredotnow.uk

- **Your CV**, and
- **Short supporting statement (max 500 words)** covering:
  - Why you are interested in the role
  - A brief example of delivering a complex project or programme across multiple stakeholders
  - Experience producing or shaping content (not just managing it) for example analysing data producing reports, or creating tools/resources

The closing date for applications is 27 March 2026.

We are keen to fill the role as soon as possible, so applications will be reviewed as they are received and shortlisted candidates may be contacted before the closing date. We reserve the right to close the vacancy early if a suitable candidate is identified.