



Post: CourtNav Digital Lead

Responsible To: Chief Executive

Hours: 28 hours per week

Salary: £35,595 per annum for 28 hours (£44,494 FTE)

This post will drive the promotion of our innovative CourtNav online application and lead on CourtNav developments. This includes project managing the digital aspects of **FLAWS** our legal advice project for women survivors and working with a wide range of stakeholders projects. You must be adept at managing and building client relationships and reporting on the status of projects, tracking, and measuring the end results.

You will:

- Be proven at effectively managing digital projects from gathering requirements, costing and overseeing developments and managing budgets with at least 2 years recent experience.
- Be adept at building effective client relationships and working with several stakeholders to deliver targets.
- Have a strong understanding of requirements and lifecycle for typical digital projects such as Website design and build, HTML email campaign or mobile and apps.

Our benefits package includes 30 days holiday and we work at 9am – 5pm day. This post will also include considerable travel.

**APPLICATION DETAILS AVAILABLE ON REQUEST FROM
ADMIN@RCJADVICE.ORG.UK**

**CLOSING DATE FOR SUBMISSIONS 5PM MONDAY JUNE 25TH – INTERVIEWS
WILL BE ON THURSDAY 28TH JUNE**