

WorldDMB Project Director Job Description

Company and Base

World DMB Forum based in London, UK

The World DMB Forum is an international organisation whose role is to promote the awareness, adoption and implementation of Digital Audio Broadcasting (DAB) and Digital Multimedia Broadcasting (DMB) worldwide. This is achieved through a variety of external activities including conferences, presentations, published materials, PR and lobbying together with internal activities to develop and protect the technical standard. Its members number in excess of 100 and include public and commercial broadcasters, receiver and solution manufacturers, research institutes, governments and other companies and bodies committed to converting the technology behind DAB into a commercial marketing success. The organisation's legal seat is in Geneva, Switzerland with all operations managed from its London office

Reporting Line:

Reports to President of the organisation

Responsible to the WorldDMB Steering Board of 25 elected executives

Job Description:

The Project Director is an executive role with overall responsibility for the direction and day to day management of the Forum's international activities and the 4-person project office plus some part-time advisors and consultants who undertake the majority of World DMB Forum activities. All project office staff and advisors report to the Project Director.

The post of WorldDMB Project Director entails a wide variety of tasks, skills and abilities at a hands-on level coupled with a need to understand and grasp a broad range of issues related to manufacturing, broadcasting and telecommunications. An appreciation of regulatory and political processes at an international level is also required.

The Project Director is responsible for the effective organisation and running of the Forum's administrative work, committees and task forces which is undertaken by the project office staff and the Project Director.

These include:

- Several Committees and Task Forces taking place regularly throughout the year and reporting back to the Steering Board. All administrative arrangements, papers, minutes etc. are managed by the Project Office staff. Meetings take place in various locations.

- Quarterly steering board meetings and the Forum's international annual General Assembly meetings are organised entirely by the Project office. Locations vary.
- PR and marketing communications for trade press and some consumer press.
- Preparation and publication of various documents, pamphlets, newsletters, and Forum website content and management.
- Presentations and papers for third party international conferences and events, including organisation of speakers from the membership.
- Lobbying of, and representation at, government, regulatory bodies including responses to government and NGO consultative documents.
- Dissemination of information to members and general communication
- Attendance at international events, exhibitions, public and private technology demonstrations
- Contact with non member broadcasters, manufacturers, industry, research and academic bodies and companies on all continents.
- Standards setting and ratification through ETSI and other international standards bodies.
- Recruitment of new members into the Forum.

The Project Director reports to the Forum President and will have regular contact with him, however the Steering Board provides the Forum's general and specific direction which the Project Director is then responsible for executing, including budgets. Regular contact is also expected with committee chairmen and other elected officials (e.g. Treasurer, two Vice presidents, etc). The role therefore carries a reasonable level of executive authority and is highly task and project oriented. An ability to communicate exceptionally well, be self motivated to carry out tasks and possess skills necessary to manage the project office staff effectively are essential.

The job requires a reasonable amount of international travel, typically requiring overnight stays and occasional extended periods away from the UK. Appreciation and experience of international meetings and protocols of consensual organisations is an advantage.

Key Responsibilities and Accountabilities

1. Day to day management of the World DMB forum
2. Identify, develop and direct the implementation of the strategy and policy
 - Manage the medium and long term strategies as agreed by the steering board whilst remaining responsive to changing priorities and objectives
 - Synchronise strategic plans with national bodies and adapt where necessary
 - Identify new opportunities and perceive potential problems facing the forum
3. Act as the organisation's representative in its dealings internationally
4. Prepare, plan and budget across all WorldDMB activities, subsequently monitoring and controlling financial resources to achieve planned business objectives (in cooperation with the accounts manager and the finance committee)
5. Plan ways of increasing media coverage and accountable for public relations output
6. Plan and direct the organisation's activities to achieve agreed targets.
7. Plan and manage internal communications and awareness of aims and activities
8. Recruit, manage, train and motivate project office staff, and setting and reviewing objectives
9. Management and coordination of the activities of advisors and consultants (financial, performance and operational matters)
10. Maintain and develop profile and reputation via suitable PR activities.
11. Report to steering board on organisation plans and performance
12. Overall responsibility to ensure that WorldDMB meetings are fully supported and that all events are properly managed
13. Maintain administration and relevant committee reporting system.
14. Overseeing standardisation process of all technical specifications
15. Recruiting new members into the Forum.
16. Working on/ overseeing European Commission related projects.

Specific Job Skills and Personality:

- Self-driven and works on own initiative and motivation
- Well presented and businesslike with good organisational skills
- International perspective
- Good forward planner and multi-tasker and task completer
- Reliable, tolerant, flexible, determined.
- Charismatic communicator, able to see things from other's point of view
- Able to communicate and motivate in public speaking and written form
- Excellent face-to-face and telephone communicator
- Manage a busy workload, prioritise and deliver tasks efficiently in timely manner
- Able to implement cost effective marketing communications
- Strong problem solving skills
- Cooperative, perceptive and diplomatic
- Hands-on manager and good leader
- Ability to work naturally in multi-cultural environments
- Able to get on with others and be a team-player
- Comfortable dealing with senior company executives and government officials.
- Flexible to travel.

Personal Situation: Must be domestically secure. Able to travel with time away from UK. Able to work extended hours when required.

Computer skills: Must be fully adept in use of MS Office 2000, Internet and email.

Qualifications:

- Degree level required
- Minimum of five years successful work in management
- Project management and delivery experience
- Forum or Consortium experience useful
- Additional languages preferred