

Junior Product Owner (Maternity Cover)

Location:	Currently 100% home-based due to prevailing pandemic conditions, on a permanent basis the post will be undertaken through home and office-based working
Department:	Product & Technology
Contract:	Fixed Term contract to 30th April 2022
Hours:	Full Time (5 days/35 hrs per week)
Salary:	£26,500-£31,000 dependent on experience
Reports to:	Product Manager

About Into Film

Into Film is an education charity that puts film at the heart of children and young people's educational, cultural and personal development.

Over half of UK schools engage with our programme of film clubs, special cinema screenings, and resources and training to support classroom teaching. Alongside rich online content for young audiences, this provides 5-19-year-olds with inspiring opportunities to learn about and with film and develop a passion for cinema.

The Role

Reporting to the Product Manager, the Junior Product Owner role sits within the Product & Technology Team and reports to and works alongside the Product Manager.

They support the timely and successful delivery of any new digital products and the maintenance and iterative improvement of existing Into Film products and platforms, gathering user and stakeholder input and feedback, producing and managing the agile requirements, and leading on their delivery.

The Junior Product Owner plays a key role in managing the relationships with internal teams as well as with external digital partners/agencies.

Responsibilities:

- To gather stakeholder and user requirements for new products and features – helping facilitate workshops and meetings with internal and external stakeholders
- To define and elaborate user stories - creating and managing them in Jira.
- To write the acceptance criteria for user stories and do the acceptance testing, working closely with development and QA to ensure that sites are quality assured and meet our technical guidelines.
- To work closely with UX on wireframes and designs, ensuring that they are delivered on time, meet design guidelines and evolve with stakeholder feedback.
- To assist the Product Manager in the management and prioritisation of the product and sprint backlogs to meet our goals and KPIs and ensure delivery on time and budget.
- To assist the Product Manager in the planning and theming of sprints and communication with the developers.
- To prioritise requirements – working closely on the build with stakeholders – and provide project status updates.
- To run user testing to gather feedback and ensure products meet our user needs.
- To research collaborations and opportunities with new technologies, agencies or digital partners, assessing content and functionality for inclusion in our products.

- Commissioning, engaging and managing relationships with external digital agencies to build new products, including writing project briefs, shortlisting agencies and inputting into statements of work.
- To participate in the Scrum meetings, attending daily stand-up meetings, reviews, retrospectives, sprint and release planning meetings.
- To work with the Product Manager on the development of the products including co-ordinating the work of external agencies with that of our internal services team to manage co-dependencies and integrations.
- To work closely with the Product Manager and Technology team to ensure that systems and functionality are reusable.
- To work closely with content providers including the Learning, Curation, Production and Marketing teams and project leads to plan and scope content requirements and manage content delivery deadlines and the timely upload of assets.
- Assessing, refashioning and migrating relevant existing content assets to new products.
- To produce handover documentation and run training with internal teams.
- To analyse and report on usage data and interpret to suggest product enhancements.
- Maintain awareness of the organisation's responsibilities around safeguarding, data protection and intellectual property use and ensure all products operate in line with these.

General Responsibilities:

- Commitment to quality internally and in all dealings with the public, members, teachers, children and young people, partners, funders, supporters etc.
- Contribute to long term planning to ensure growth in line with demand and resources
- Contribute to the regular monitoring and evaluation of the Into Film's work
- Commitment to equality of opportunity in line with Into Film's Equal Opportunities Policy
- Any other reasonable duties assigned by Into Film

Person Specification:

Essential:

- Experience at a junior level of performing a Product Owner or Business Analyst role and in gathering requirements and the processes involved in delivering and launching digital products
- Familiarity with Web development technologies, including content management systems and HTML
- Good knowledge of internet tools, web browsers and experience in using project management systems, especially Jira.
- Experience of delivering projects using Scrum, Kanban and Agile methodologies
- Familiarity with best practices in Web development, including accessibility, usability and design
- Creative flair – ability to generate, develop and deliver new ideas
- Project management skills - ability to work to tight deadlines, prioritise and manage your time effectively
- Excellent written and oral communication skills - ability to manage multiple stakeholders, work with teams across Into Film and resolve conflict

- Strong digital skills and enthusiasm for keeping abreast with new developments in web, mobile and other interactive technologies
- Excellent organisational skills

Desirable:

- An interest in and awareness of new and emerging digital technologies and the opportunities they provide to improve the delivery of the Into Film programme
- Familiarity with the Microsoft Office suite
- A love and knowledge of film

All employees regularly working with children will be required to undertake an enhanced DBS check (and/or Access NI check or Disclosure Scotland check, depending on working location).

Please note that job descriptions are likely to evolve and change as the new organisational structure embeds and the organisation develops.