

## Digital Producer

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### About ClerksWell

ClerksWell is an award-winning digital agency and proud Umbraco Platinum Partner, Sitecore Silver Partner, and Optimizely Bronze Partner. With a team of 35 across the UK, India, and Ukraine — and a close-knit London office of 10 — we're known for our bold thinking, technical excellence, and a culture that values long-term collaboration.

### The role

You're a proactive problem-solver who thrives in a collaborative environment. With a sharp eye for detail and a passion for digital excellence, you'll bring structure and clarity to complex projects. You're highly organised, a strong communicator, and comfortable managing multiple stakeholders and deadlines. You know when to escalate, how to manage risk, and how to keep everyone aligned – ensuring nothing falls through the cracks. You will report to the Head of Delivery or a Senior PM and need to be comfortable using Microsoft tools.

Areas of responsibility will include, but not limited to:

- Lead small to medium-sized digital projects (website builds, platform migrations, or ongoing retainers) from concept through delivery and into support & maintenance
- Manage project budgets (up to £250,000) and third-party suppliers.
- Collaborate with internal teams to define scope, draft Statements of Work (SOWs), request required resources and estimate costs alongside technical team members.
- Maintain clear, consistent communication with clients and internal teams
- Lead client meetings, prepare agendas, and document actions.
- Help develop digital strategies aligned with client goals and business objectives.
- Set-up financial goals for your accounts and ensure you meet the projections on a quarterly basis
- Oversee monthly retainers and ensure regular reporting and updates.
- Maintain project documentation including contracts, schedules, trackers, and reconciliations.

### Requirements:

- Right to work in the UK (we are unable to offer visa sponsorship)
- Proven experience with 2-3 years in a similar or comparable role

- Comfortable commuting to our London office 4-5 days a week (9am–6pm, with a 4pm finish on Fridays if working in the office)
- Confident and professional in client-facing situations
- The ability to concentrate on several areas of work at one time and prioritise, deliver to deadlines and react positively to changes and conflicting priorities
- Excellent communication skills
- Enjoy working within a team of multi-skilled people in multiple time zones
- Demonstrates curiosity by asking thoughtful questions and proactively conducting research when appropriate
- Prioritises tasks effectively and seeks guidance when needed
- Shows a commitment to growth by consistently mastering larger tasks and stepping up to take on greater responsibility.

#### **What we offer**

- Full time permanent contract
- Competitive annual salary + commission on your accounts
- 25 days annual leave
- Minimum of 5 training days per year (in addition to your onboarding)
- Professional Development Plan with robust line management and mentoring
- Weekly staff lunch and office snacks
- Early finish on Fridays
- Private medical and dental insurance.
- Paid for regular social events with a friendly team
- Access to our company flat in Lake Como, Italy
- Potential to progress after further consideration
- Flexible Workplace – we like to see people in the office, so we can collaborate on work and socialise after, but you'll be able to WFH 1 day a week.

If you're passionate about digital delivery and want to be part of a collaborative, creative team, we'd love to hear from you.