

Project Manager

Full-time permanent
Remote first/flexible working
Competitive salary + bonus



synergy learning

We create learning with impact



Established in 2005 in Northern Ireland, Synergy Learning is an award-winning global learning technologies company helping customers in over 40 countries.

We're a global leader in the design and development of custom learning solutions, having developed over **1000 projects** helping over **2 million learners** worldwide. We are a **Premium Certified Moodle Partner** and a **Platinum Totara Alliance Partner**, winning numerous awards in recognition for our work with these platforms. We work in partnership with customers as diverse as Samsung, Amazon, Save The Children and the National Health Service to help them improve their performance & make lasting impact on their employee development.

As a **remote-first** team with access to office hubs across the UK and Ireland, we foster incredible flexibility for our team and give them the opportunity to work in the best way for them. Our team and our culture makes Synergy Learning what it is today, shaped by our work and the people who deliver it; we'd love for you to be part of that!



Our Vision

To be the world leader in results-driven learning technologies that **Excite, Engage & Empower**.



Our Mission

To create incredible learning experiences using technologies that deliver tangible, compelling results for our customers.



Our Values

We **WOW!** We are **passionate & committed**.
We are **innovative**. We have **fun**.
We are **1Team**.



The benefits



We're focused on delivering incredible results for our customers and we know that our team work hard to achieve this. We want to make sure you're rewarded for your efforts beyond your salary. Wellbeing, workplace culture and recognition are some of the key focus' rewarding all 1Teamers with an market-leading package of employee perks and benefits.



**Welcome Pack
with Latest
Hardware**



**Bonus &
Workplace
Pension**



**Access to a
modern, high-spec
Hub in Belfast**



**PIRKX
Employee
Perks Scheme**



**Team-led
Social Events**



**Birthday
Vouchers**



**Charity
Initiatives**



**20 Days Work
From Anywhere
Outside UK**



**52 Hours
Personal
Learning**



**35 Days
Annual Leave**



**Award
Winning
Wellbeing
Programme**



**Remote-first,
Flexible
Working
Model**

Project Manager



Overview

We have an exciting opportunity for a Project Manager to help deliver a first-class experience for our customers, wherever they are located.

Ideally coming from an online solutions background, you will be part of a team that manages and oversees the successful implementation of our learning platforms and services with multiple customers, spanning several industries.

You will work with our wider team to create WOW, which comes with exceeding customer expectations.

If you find this prospect exciting, and you want to work in our remote-first positive, team-focused culture; you have the talent required and identify with our vision and values, then we want to hear from you.

Job Purpose

The Project Manager's purpose is to coordinate the successful completion of multiple customer projects; on time, on budget, and to the highest quality.

The role will involve working closely with all areas of our business, coordinating a team of Developers, Consultants, Quality Assurance Analysts, UX and Systems people to ensure that a high volume of projects is delivered.

They will own and oversee all aspects of the projects, set deadlines, assign responsibilities, monitor progress, and communicate with internal and external stakeholders.

Project Manager



Key Responsibilities

- Ensure projects are delivered on time, on budget and to the highest quality
- Manage a large volume of projects and project stakeholders simultaneously
- Develop detailed project plans, monitor and track timeline progress, budget consumption, and manage risks
- Successfully manage relationships with customers and project stakeholders
- Organise and hold project initiation, status update meetings, and closure meetings as required
- Strong task prioritisation skills
- Ensure timely response to customer enquiries
- Hold people accountable to process, while building successful relationships at all levels of the business
- Provide summary reports of all project-related activity
- Actively participate in performance enablement through learning and development and achievement of performance goals.

Relationships & Reporting

- The Project Manager will work collaboratively with other Project Managers and our Customer Experience and Operational teams
- Reporting to the Lead Project Manager

What we are looking for in **you**



You must have

- At least 2 years of project management experience
- Strong planning and prioritisation skills
- The ability to positively influence people and project outcomes
- A positive and enthusiastic outlook, and flexibility in approach
- Fluency in English, to a professional written & verbal standard
- First-class communication skills, and the ability to communicate to both technical and non-technical audiences
- Meticulous attention to detail
- The right to live and work and be resident in UK or Republic of Ireland
- The ability to work productively in the remote first environment
- A willingness to collocate in our Belfast Hub from time to time






We would love you to have

- Experience in Jira and other project management tools
- Knowledge of Learning Management Systems or web applications
- Awareness of and experience with Prince2 and/or Agile methodologies
- Experience in creating, maintaining and championing high quality documentation

How to apply



If you are suitably qualified and experienced and you think you would like to join us, then we'd love to hear from you! Here's how you can apply:

-  Follow the link to Apply Now to begin your application
-  Upload and attach a copy of your up-to-date CV
-  Attach a cover letter explaining why you're the best person for this role, outline your career objectives and how Synergy Learning can help you fulfil them.
-  Answer the supplementary questions as best you can and submit your application: easy!
-  We will respond to every applicant and our People Circle will contact you to arrange an interview if your skills and experience are a strong match for the role.

We are an **equal opportunities employer** and welcome interest from all suitably qualified individuals. We always recruit on merit alone, but as we are currently underrepresented by **females** in our workforce, we would particularly like to encourage women to apply.

If you are disabled, and/or require any **reasonable adjustments to assist you** in applying for this role, or in due course, attending an interview, **please let us know** and we will do all we can to facilitate the request(s).

Data Protection

By applying for this position, you agree that we can process your data. We process this data for recruitment purposes only. We are storing this data in our Applicant Tracking System, which stores data in the U.S and is fully compliant with the EU data protection laws, and we will not share it with anyone else. We would like to keep this data until our open role is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles. Here's a link to our privacy policy. (<https://bit.ly/2KzSF6W>). In this policy, you will find information about our compliance with GDPR (data protection law). You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data. You can contact our DPO at dpo@synergy-learning.com for more information.