



Join the Omniplex team

Digital Project Manager

Full time role based in Harpenden, Hertfordshire

Who are we?

Cursim is Omniplex's learning design agency. We work with some of the most exciting brands in the world, creating digital learning courses on the widest variety of subjects you can imagine. It's not only cool to work here – it's a privilege, and an education in itself that pushes, inspires and challenges us every single day.

We are seeking to recruit a Digital Project Manager who will be part of our story, enabling the delivery of award-winning digital learning for global brands that push the boundaries of design, technology and media.

The role

This is an opportunity for a motivated and experienced Digital Project Manager to drive a forward-thinking team of in-house and freelance creatives in an exciting phase of our story.

As a Digital Project Manager you will enable the delivery of amazing digital-learning projects that delights our clients, on time and budget by practising agile methodologies.

Our Project Manager will lead the delivery and governance of multiple digital projects in a fast-paced environment. Ideas are currency in the Cursim team - and so our Project Manager will play an instrumental role in our continuous improvement activities as we strive to be the best digital-learning agency we can be.

Core tasks

The Digital Project Manager will be responsible for leading, planning and organising the agile team to achieve a high level of projects completed, exceeding our client's standards.

You will report to our Head of Cursim. Some of the things you can expect to be tasked with are:

- Leading our morning scrums in the office each day
- Creating clear and pragmatic plans for delivering complex digital projects
- Ensuring that team members have clearly defined project briefs, tasks and delivery plans and ensure agreed deadlines and processes are met
- Documenting decisions, dependencies and reports on project progress to stakeholders, providing effective dashboards, plans & roadmaps where appropriate
- Actively identifying and articulating how a project is falling off track and proactively working to get things back on track
- Hold regular meetings with the Head of Cursim to review the team's performance, client satisfaction, profit margins, and deadlines
- Manage freelancer activities and budget their expenses in relation to client projects
- Evolving our methodology, mentoring and coaching our teams on agile Project Management principles and practice and providing oversight when necessary.

Who does it take to be our next Digital Project Manager?

We are a team that pushes ourselves to go above and beyond what's possible. We love what we do, and we're proud to show it.

The ideal Digital Project Manager will be an experienced and proven Digital Project Manager, with the experience of delivering projects in an agile environment. Any experience of working for a digital agency or digital business is seen as highly desirable.

With a passion for delivering great digital products, and a focus on brilliant customer service, our project manager is a fantastic communicator, facilitator and organiser. They are comfortable with driving delivery without line management responsibility. They get on well with their colleagues and will be able to lead prioritisation of client work.

Person Specific

1. Previous experience of working for a digital agency or business is highly desirable
2. Able to work in a fast-paced environment, able to effortlessly juggle multiple conflicting and changing priorities and schedules
3. Super organised, methodical and process-driven, with serious attention to detail
4. Task-focused - for us it is about getting the job done, being committed to quality rather than watching the clock
5. Flexible - not phased by changing priorities or requirements and are comfortable with a level of uncertainty.
6. Strong team player with a positive attitude and a sense of personal responsibility towards getting the job done
7. Capable of hands on problem solving, with ability to generate ideas and solutions. Ideas are currency here.

Technical skills

1. Experience of delivering digital projects in an agile environment
2. Proficient in agile methodologies and able to coach/mentor others
3. Confident using technology to drive efficiency, including Smartsheets, Excel, Forecast, Harvest
4. Strong client management skills
5. An appreciation of the digital-design process with ability to schedule/allocate client work to the team is beneficial

The benefits

It's an exciting time to join our expanding business. You'll have the scope to shape your role and collaborate on a variety of projects, creating outstanding digital learning solutions for customers such as Thames Water, EasyJet, NewLook...

You will also receive:

- Salary of up to £40,000 per annum DOE
- Enrolment into the People's Pension scheme
- 20 days' holiday (rising with service to 25 days) plus Bank Holidays
- Join a fresh-thinking team where your ideas are currency
- Training and development opportunities

Ready to apply?

If you want to become part of our amazing story, we'd love to hear from you. To apply email your CV and covering letter to recruit@omniplex.co.uk

We are fast moving and so we have scheduled some interview slots for the 1st June 2020. We'll continue to accept applicants beyond this date if we don't find our newest team member.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion or belief, sexual orientation, gender reassignment, marriage and civil partnerships, pregnancy or maternity or age.