

synergy learning

EXCITE.
ENGAGE.
EMPOWER.

Project Manager

WWW.SYNERGY-LEARNING.COM



Our Vision

is to be the world leader in results-driven learning technologies that **excite** **engage** **empower**



Our Mission

Is to create incredible learning experiences using technologies that deliver tangible, compelling results for our customers



Our Values are:

- 1 We **Wow!** (Ask us about this one!)
- 2 We are **Passionate & Committed**
- 3 We are **Innovative**
- 4 We are **1 Team**
- 5 We are **Fun**

We are constantly improving and evolving by keeping our **values** at the centre of everything we do.

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OVERVIEW

Employment Type:	Full-time
Location:	Holywood, Co. Down
Salary:	£25-£35k + annual bonus
Requirements:	3-5 years experience in a similar role

ABOUT SYNERGY LEARNING

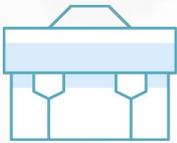
Established in 2005, Synergy Learning is a leading learning technologies company, located in Holywood, Co. Down. We're a global leader in the design and development of custom eLearning solutions, having helped clients in over 40 countries through more than 1000 projects. We are a certified Moodle and Mahara Partner and have been named global Lead Seller for Totara. Our customers are at the central focus of everything we do, and we work in partnership with clients as diverse as Ryanair and The Kennel Club to help them improve their performance through learning and development using results-driven technologies.

We thrive on teamwork and are a community of experts who are proud of our friendly and professional approach to getting the job done. Everything we do is underpinned by this culture. Our vision, as we enter this next exciting phase of growth, is to be the world leader in results-driven learning technologies that **EXCITE, ENGAGE & EMPOWER**. Our MISSION is to create incredible learning experiences using technologies that deliver tangible compelling results to our customers. And our values? We **WOW!** We are **Passionate & Committed**; We are **Innovative**; We are **1Team**; We have **Fun!**



WHAT WE OFFER

Further to a benchmarked competitive salary, and performance related bonus, we offer all employees 35 paid days off a year, contributory pension, access to training & development, a wellbeing programme, free parking, and after a qualifying period, performance bonus, Perkbox, cycle to work scheme and other discretionary benefits. However, a recent staff survey rated the quality of the team and working relationships as being among the most valued benefits of working at Synergy Learning.



Job Description

The Project Manager's key role is to coordinate a team of Developers, Designers and Quality Assurance Analysts to ensure that projects are delivered on-time, on-budget and to the highest quality.



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 risks
 - Successfully manage relationships with clients and project stakeholders
 - Organise and hold project initiation, status update meetings and closure meetings as required
 - Strong task prioritisation skills
 - Ensure timely response to client enquiries
 - Hold people accountable to process, and work at all levels of the organisation
 - Provide summary reports of all project related activity
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Development/Progression Opportunities

- Senior Project Manager
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Relationships & Reporting

- Reporting to the Lead Project Manager
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Desirable Criteria

- Project Management qualification
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HOW TO APPLY

- If you are a suitably qualified and experienced person and you think you would like to join us, then we'd love to hear from you!
- Please send a cover letter explaining why you are the best person to fill this role, outlining your career objectives and how Synergy Learning can help you fulfil them. You should also attach an up to date CV, and answer the supplementary questions as thoroughly as possible.
- 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 you.



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.

