



# CANDIDATE BRIEF

Project Manager - Content



# ABOUT US

For more than two decades we have been developing training solutions for the corporate sector, healthcare, universities, business schools and EdTech sector.

Our purpose is to improve people's lives through training. This guides all our decisions, from the creation of our products to the relationships we develop with our customers.

Our mission is clear: to become a world leader in the online training sector.



# ABOUT THE ROLE

**Title:** Project Manager

**Location:** Leeds (UK) Hybrid

**Salary:** Up to £45,000 D.O.E

**Hours:** 37.5

**Space:** Content

## **Key Responsibilities:**

As a Project Manager you will manage the end-to-end process of content development. You are responsible for building relationships with customers and striving for excellence in creativity, innovation and productivity and quality. You are also the key to ensuring the budget, risks and changes are managed effectively and efficiently to maximize profitability and enhance competitiveness. This role requires high levels of collaboration working closely with other circles and spaces, particularly Studio team.

*Please see the full Job Description on our website for more details.*

# ABOUT THE CANDIDATE

## Required

- Experience of project management methodologies.
- Good organisation and prioritisation
- Problem solving approach
- Experience of working with creative teams, or the proven ability to use diplomacy and sensitivity when required.
- Experience of customer facing roles
- Analytical with a high attention to detail.
- Experience of using different software application, e.g., Microsoft Word, Excel, PowerPoint and Kanbanize.

## Desired

- Previous experience as Project Manager, preferably within the e-learning industry.
- Experience converting face-to-face courses into online & blended learning.
- Knowledge of learning principals and how they apply to distance learning.
- Awareness of how Articulate Storyline and/or other eLearning authoring tools are used to develop eLearning.

## Personal Attributes

- Excellent oral and written communication
- Ability to build and maintain strong relationships
- Resilience
- Values in line with Netex core values
- Commitment to Diversity and Inclusion



# WORKING WITH US

## Career

- Internal Training
- External Training
- Ongoing PDP's
- Succession Plans

## Benefits

- Access to content
- EAP
- Healthcare
- Paid Sick leave
- Free Parking

## Compensation

- Competitive Salaries
- Transparent and Fair
- Annual pay review

## Work Environment

- Recognition
- Role Definition
- Autonomy
- Flexible Working
- Growing Business
- Casual Environment

## Culture

- Clear values
- Sports and Social
- Honesty and Integrity
- Regular Communications
- Supportive Teams



# HOW TO APPLY

If you have any further questions relating to the role or the recruitment process, please email:

[Georgina.Curlett@Netexlearning.com](mailto:Georgina.Curlett@Netexlearning.com)

or

[Graeme.Tucker@Netexlearning.com](mailto:Graeme.Tucker@Netexlearning.com)

To apply for this role please email a cover letter and an up-to-date CV as well as where you heard about the role to:

[Careers@Virtual-college.co.uk](mailto:Careers@Virtual-college.co.uk)

