



Job title: Project Manager

Reporting to: Head of Bespoke Learning

Role overview:

We are seeking a proactive, client-focused, and detail-oriented Project Manager to join our dynamic and creative bespoke eLearning team during an exciting period of growth. In this role, you will lead the development of engaging, innovative, and tailored eLearning solutions for Kallidus clients.

While we are a process-driven organisation, with ISO Accreditation underpinning our credibility, we value flexibility and creative problem-solving. You will take a solutions-oriented approach, balancing structured workflows with the agility to explore innovative solutions that meet client needs while working within challenging timelines.

Role purpose:

As a Project Manager, you will be the primary client contact, leading bespoke learning development projects from initial win to final delivery. Working closely with clients, stakeholders, and both internal and external teams, you will ensure projects are delivered on time, within budget, and to the agreed quality standards.

You will excel at building and supporting strong project teams, fostering a shared sense of ownership and accountability for successful project delivery. By creating an environment that promotes collaboration across disciplines, encourages innovation, and empowers your team, you will set every project up for success.

Key responsibilities:

- Analyse each project to fully understand customer needs and adapt our approach to align with their specific requirements.
- Support our customers' understanding of the development process cycle including deliverables and review stages.
- Regularly meet with clients and stakeholders to ensure projects are delivering as expected and remain on track.
- Support the project team to ensure they are set up to win.
- Ensure all projects are delivered on time, within budget and to agreed quality and technical requirements.
- Monitor all projects for financial performance and identify risks, issues and mitigations to ensure projects are delivered profitably.



- Proactively manage the scope of your projects and communicate effectively both internally and with customers in a timely manner where scope changes arise.
- Ensure all projects are resourced efficiently and appropriately with maximum utilisation of both internal and external teams.
- Provide regular updates and reports to your line manager on key metrics including budgets, delivery timelines, project plans and risk assessments.

Required skills:

- Experience as a digital content project manager, working with clients on eLearning development projects – preferably in the corporate sector.
- Expert knowledge of project management methodologies and principles.
- A mindset of continuous improvement.
- Strong knowledge of the Waterfall methodology for project management, whilst maintaining an agile mindset.
- Experience of working with sales teams to support proposals and provide scoping inputs.
- Excellent communication skills - both written and verbal.
- The ability to effectively engage with clients, stakeholders and development teams.
- Data driven with excellent IT skills in MS Office applications.
- Strong leadership and customer experience skills, with proven expertise in managing internal and external teams.
- Commercial awareness – proactively looking for areas to increase profitability and add value to projects and our clients.
- Ability to work independently and to use own initiative where appropriate.
- Be organised and efficient, with the ability to manage multiple projects and tasks.
- Conscientious and hardworking, with a problem-solving attitude.

Desirable skills:

- Experience of overseeing learning development processes, using both bespoke development and authoring tools such as Articulate Storyline and Rise.
- We would also welcome wider project management experience from outside digital content creation where you can bring such experience and ideas of how we can further optimise our methodologies.
- Prince 2 practitioner qualified or AMP qualification.
- Knowledge of how Learning Management Systems work.
- Experience of using Monday.com for project management and content development processes.



- Experience of working within an accredited quality management system, such as ISO 9001.
- An appreciation of the Agile methodology.
- Basic understanding of the SCORM standard.

If you are looking for an opportunity to work in our award-winning team, are passionate about learning and you can demonstrate how you match our requirements, reach out today!

Benefits

- 25 days holiday, rising with length of service
- Birthday holiday
- Private medical insurance
- Perkbox
- Life Assurance
- Flexible working options
- Cycle to work scheme
- Pension
- Continued professional development

Why Join Kallidus

People are at the heart of everything we do and the key to our success, so it's important that we recruit individuals who share and represent our values. Curiosity, integrity, collaboration – these are the values we live by. You need to ask questions and to find out why. You need to be true to your word. And you need to be proud to be part of something bigger, working with others will come naturally to you. At Kallidus, we champion our people's success.

Once you join us, we'll help you develop and grow in a supportive environment, as part of a close-knit team that likes to have fun. Our open and welcoming offices are not only a great place to work, but somewhere to build careers and lasting relationships.

Can you see yourself helping us take our growth to the next level? We invite you to come and discover for yourself the exciting future ahead of you.

Equal Opportunities Employer



At Kallidus, we work hard to build an explicitly inclusive space where everybody belongs. Kallidus is a supportive, caring, and enjoyable working environment for all our people, and we are committed to furthering the diversity of our teams. Diversity brings innovation and creativity through different views, backgrounds, and opinions; as a people-first organisation, it's crucial that our teams reflect global diversity. Our people are the heart of our success, and diversity is what drives that; we welcome applications from all backgrounds and diverse communities.

