

Team Leader and Instructional Designer

The Company

Saffron Interactive is an industry leading software design house developing award winning e-learning and business communications solutions. We provide solutions to national and international blue chip companies including O2, Channel 4, Hilton, T-Mobile, Siemens, BT and Microsoft. Saffron's solutions and people are widely recognised as the best in their field. We are currently looking for one talented individual to join our expanding Central London team.

The Role

You will lead a project team in the development and delivery of training courses and business communications. This will require resource planning and co-coordinating the efforts of the project team and third party suppliers to deliver projects to plan. You will also run your own projects and act as content consultant for clients by analysing their requirements and authoring the solutions. This will require the management of the transformation of your solution from the design stage to the finished product and ensuring its quality.

We can only deliver the solutions we do, because of our people – so the right attitude is as important as the right skills. You will be focussed, driven and have a fundamental belief in quality. In return, you will be an integral part the team, working in an exciting and dynamic environment. You will receive a competitive salary, formal and informal training and be eligible for the company bonus scheme.

Responsibilities

- Allocating work to team members so that all projects are delivered on time, to budget and to the right quality.
- Acting as the first level of escalation for all project and client related issues
- Ensuring the team follows established processes and encouraging continuous process improvement
- Providing regular feedback to team members to develop their skills and knowledge
- Development of content for bespoke training solutions and business communications
- Product analysis, development and quality assurance
- Project and client management

You will be expected to work in a variety of subjects and sectors, within aggressive timelines and on multiple projects. You will be expected to forge a strong team environment and give and receive regular constructive feedback.

The Skills

Essential

- Minimum of a 2:1 degree in English, History or similar
- Highly literate with excellent time management, consulting and account management skills
- Very good eye for detail with demonstrable time management, planning and organizational skills
- Confident and dynamic, an exceptional verbal communicator, able to liaise with senior client contacts
- Smart and presentable with strong team building skills, including the ability to lead virtual teams
- Organised self-starter with an enthusiastic “can-do” approach and an expert understanding of the e-learning industry
- Knowledge of learning interventions with a commitment to training

Desirable

- Business experience in a commercial environment

Location: Central London **Salary:** Dependent on experience