

Instructional designer and project lead

The company

Saffron Interactive is one of the most experienced and successful providers of bespoke e-learning and business communications solutions in Europe. We provide solutions and services to a range of 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 industry leaders and we have won a number of Institute of IT Training awards. We are currently looking for a talented instructional designer and project lead to join our growing team in central London.

The role

This is a unique and highly challenging role that is integral to the successful delivery of projects. It combines project management and client liaison responsibilities with creative and quality assurance responsibilities. You will lead the development and delivery of training courses and business communications, acting as a content consultant for clients by analysing their requirements and authoring the solutions.

We can only deliver the solutions we do, because of our people – so the right attitude is as important as the right skills. The role would suit someone with strong organisational and communication skills, a firm grasp of spelling and grammar, excellent attention to detail and an ability to learn quickly and willingly due to the wide ranging and sometimes technical demands of the job.

The successful candidate will be:

- Focused and driven, with a fundamental belief in quality
- Smart, presentable and extremely professional
- Confident, dynamic and forward thinking

In return you will be part of a vibrant team in an exciting, dynamic environment. You will receive a competitive salary, be eligible for the bonus scheme, and receive formal and informal training.

The responsibilities

As project lead, you will be responsible and accountable for the timely, efficient and high quality delivery of client projects (you will be managing multiple projects at any one time). This includes:

- Project and budget management to ensure high quality delivery within sometimes challenging timeframes and budgets
- Close liaison with internal and off shore development and design teams, the internal project coordinator, suppliers and client teams to manage the entire project initiation, design and development process
- Quality assurance of all deliverables to the client teams in terms of text, design and functionality

As instructional designer, you will be responsible for:

- Understanding and analysing a client's business needs
- Researching the subject matter
- Developing a strategy and concept
- Writing high quality storyboards for e-learning, mobile learning and other training solutions

You will also be required to play a key role in the instructional design and wider operational teams and from time to time may be required to work with the sales and marketing teams.

The skills, competencies and experience

Essential

- Minimum of a 2:1 degree in English, History or similar
- Demonstrable time management, planning, organisational and prioritisation skills
- Excellent oral and written communication skills, with some evidence of writing or authoring ability
- An ability to work well within teams both internally and externally
- A willingness and ability to take the initiative and be flexible
- An ability to quickly and confidently take on and learn new information
- Creative writing skills
- A firm grasp of spelling and grammar
- Excellent attention to detail (visual, textual and functional)
- Lateral thinking skills and an ability to make complex ideas accessible

Desirable

- Basic skills in using Microsoft Word, PowerPoint, Excel and InfoPath
- Basic skills in editing XML files
- An understanding of the industry
- Some knowledge of training and learning solutions
- Some work experience, ideally in an office environment

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