Agile Project Manager
Location: London, UK/Western Europe or US (East Coast)

Introduction to TM Forum
TM Forum is a global association of over 850-member companies that generate US$2 trillion in revenue and serves five billion customers across 180 countries. We drive collaboration and collective problem-solving to maximize the business success of communication and digital service providers and their ecosystem of suppliers around the world. Today, our focus is on supporting members as they navigate their unique digital transformation journeys, providing practical and proven assets and tools to accelerate execution and platforms to facilitate collaborative problem solving and innovation. You can learn more at www.tmforum.org.

Our vision is to drive the next wave of digital business growth – the digitization of every industry – by providing a common innovation platform to connect businesses, industries, and ecosystems. We do this in a highly practical and agile way through collaboration programs and communities which lead to rapid prototypes – ranging from digital business models to interconnectivity APIs – that have real world commercial applications. Complementing our collaboration programs, the Forum provides thought-provoking digital business research and publications, industry best practices and standards along with training programs to accelerate adoption, and events and workshops which connect top business & IT leaders to learn, network, and develop meaningful partnerships.

Diversity & Inclusion at TM Forum
TM Forum is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws.

This is a full-time, remote-working position, but some international travel may be required post pandemic with work flexible hours needed to accommodate team calls in different time zones. Our people are unique and many of our staff work flexibly in many different ways. Please talk to us at interview about the flexibility you need. We can’t promise to give you exactly what you want, but we do promise not to judge you for asking.

Summary Description:
We are currently seeking a highly motivated Agile Project Manager to join our Digital Office team supporting the Head of Agile Design and Facilitation. The Agile Project Manager will support the design of curriculums and delivery of workshops grounded in the core methodologies of Design Thinking and other Agile Methodologies. This involves engaging with Communications & Marketing, Research & Media, Events, Sales & Engagement, Collaboration, and PMO leadership and other leaders across the company to align, iterate and implement an overall vision and strategy.

Skills and Responsibilities
- Assist in developing new Agile training materials
- Train, coach and develop colleagues and project team members as per department objectives.
- Assist manager in communicating with and leading a group of individuals through the process of Design Thinking and collaborative ideation
- Strong communication skills to interpret and communicate ideas
- Knowledge of project management methodology and processes
• Assist manager in championing Design Thinking and Agile Methodologies throughout the organization as a key pillar of Open Digital Framework; actively promote New Ways of Working practices
• Experience in using project management tools such as MS Project, Excel, PowerPoint, SharePoint, Jira, Confluence, Zoom, or Trello would be advantageous
• Strong analytical, organizational, planning, and problem-solving skills
• Ability to speak effectively among peers, leadership, and members
• Ability to effectively collaborate with employees at all levels
• Ability to manage and prioritize multiple initiatives
• Experience executing in a fast-paced environment with tight deadlines
• Administer and adhere to corporate and departmental policies, practices, and procedures
• Ability to work in a constantly evolving environment
• Demonstrate personal accountability and have an ability to build strong, productive relationships across the business
• Self-driven and highly motivated, with a true sense of ownership from start to finish
• Strong communication skills - Ability to work cross-functionally between the business and the internal Digital Office team
• Serious about continuous personal development and learning on Design Thinking and other Agile Methodologies

Preferred Qualifications
• University degree
• Strong technical aptitude and exceptional communication skills (written and verbal)
• Excellent troubleshooting and deep analytical skills
• Experience and desire to work cross-functionally
• Team and goal-oriented
• Outstanding analytical ability and attention to detail
• A passion for problem-solving and using technology to making things work better
• The verbal and written skills to communicate effectively, inspire, and build relationships