



Strategic Project Executive

Reports to: Strategic Project Manager

Location: London (we are a hybrid workplace, London-based candidates are preferred)

Contract: Permanent

Overview

Do you want to join one of the fastest-growing AI scale ups in the world?

As demand for high-quality edtech increases, we are looking for an ambitious Strategic Projects Executive to manage our B2C offering and work towards growing this part of our business in order to hit our ambitious revenue targets.

This role is perfect for someone who wants to work in a high-growth technology company and have responsibility for a key part of our business and growth strategy from day one. Previous experience in a role that requires strong project and stakeholder management in a B2C business is ideal.

At CENTURY Tech, we use AI, neuroscience and learning science to create the world's most advanced learning technologies. Our tools personalise learning to every student and empower teachers and organisations with rich data insights. We work with leading schools, Ministries of Education, universities and companies across the world.

Founded by entrepreneur Priya Lakhani OBE in 2013, CENTURY's mission is to use technology to remove roadblocks to learning so that every student can succeed. We're a close-knit team of 90 people united by a mission to use technology to improve the world. We're powered by a strong startup culture and backed by long-term investors aligned with our goals.

Our team has won the MIT Solve, CogX Innovation Award, EdTechXGlobal Award, GESS Award, AI Award and many more. We've also been named Economic Disruptor of the Year by the Spectator and were recognised by UNESCO as a finalist in its ICT in Education Prize.

The Role

The Strategic Projects Executive will take ownership of two or more projects and will manage these both internally and externally, with the support of the entire company. The role will require flexibility, as it will be a fast-paced environment requiring a candidate who can think on their feet. Core activities and responsibilities will include:



- Managing two or more projects from start to finish, from initial conversations through to detailed delivery plans and execution
- Understanding in detail the project scope and creating a project plan that meets all goals and deadlines
- Identifying the different workstreams involved (e.g. performance marketing, customer success, product, data science and curriculum) and engaging with different teams internally and externally to deliver on the goals
- Establishing a relationship with clients and other external stakeholders to report on progress and liaise on the project
- Reporting internally against plans and milestones, with a focus on key metrics and drivers that deliver B2C growth (e.g. subscriber acquisition, customer satisfaction and churn)
- Taking initiative to address issues quickly with overall goals in mind
- Working closely with all teams internally to deal with any issues arising

Our ideal candidate

As Strategic Projects Executive, you will work closely with internal business stakeholders in product and tech, as well as our partners to develop our B2C offering. You will be comfortable working with data from numerous sources (including Google Analytics and internal usage data) to create insights that inform our next product decisions. Ideally you will have experience working with senior management teams and making concise, data-driven recommendations. You will have a strong bias for action, and will work iteratively alongside our product team to develop a best-in-class B2C offer.

You will have:

- An undergraduate degree at 2:1 or higher
- 1-2 years relevant experience; for example within project management in a high-growth tech company (other experience will also be considered)
- Ability to work well in a team and with other teams to achieve a shared goal
- Extremely strong organisational skills with ability to multitask
- Analytical mindset
- Excellent written and oral communication skills
- Outstanding attention to detail
- Able to take the initiative and go the extra mile
- Thrive in an innovative, high-paced, high-tech, disruptive environment

Bonus Skills

- Previous experience in a B2C technology company and/or experience with B2C metrics
- Project management qualifications (e.g. Prince 2)
- Proficiency with common tools for data analysis (e.g. Google Sheets / Excel)
- Business proficiency in additional languages (Spanish, German, Arabic)
- Experience with basic SQL



How to apply

To apply for this role please send a CV and covering letter to krystle.deguzman@century.tech with a subject line Strategic Project Executive Application.

What we're offering

We're offering a competitive salary, 25 days holiday plus your birthday and three extra days at Christmas off.

Additional benefits include:

- Comprehensive health insurance
- Pension contributions
- Enhanced parental leave
- Ability to work in a fantastic Central London office
- Regular company social events (in person and online)

CENTURY Tech is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check and provide two references. Details of our recruitment process can be found on our website: century.tech/safer-recruitment-policy