

Job Title: **Scrum Leader**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/EPD/ECS**

Date: **04/06/2025 – 18/07/2025**

Position Overview:

We are seeking a dedicated and enthusiastic Scrum Leader to join our dynamic team in the staffing and recruiting industry. This entry-level position is ideal for individuals who are looking to kick-start their career in Agile methodologies and project management. The Scrum Leader will support the Scrum processes, focusing on enhancing team collaboration and ensuring the implementation of Agile principles across various projects. The successful candidate will work closely with Executive IT Director and project teams to facilitate sprint planning, reviews, and retrospectives, thus contributing to the ongoing improvement of our processes and delivery of high-quality recruitment solutions. This role requires strong communication and organizational skills, as well as a passion for fostering a collaborative team environment. The Scrum Leader will play a key role in supporting our recruitment efforts, enabling timely and effective project outcomes, and ultimately contributing to the success of our clients and candidates alike. We are looking for a proactive team player who is eager to learn and grow within a fast-paced and evolving industry, while embracing the challenges that come with a leadership role in project management.

Key Responsibilities

- Assist in facilitating Scrum ceremonies including daily stand-ups, sprint planning, reviews, and retrospectives.
- Support the Scrum Master in coaching and guiding the Scrum team in self-organization and cross-functionality.
- Collaborate with team members to develop product backlogs and ensure user stories are clear and attainable.
- Aid in removing impediments that may hinder the team's progress towards sprint goals.
- Monitor and report on the progress of sprints, collecting relevant data and metrics for analysis.
- Engage with stakeholders to gather requirements and feedback, ensuring alignment with project objectives.
- Contribute to the continuous improvement of Agile practices within the organization.

Requirements:

- Bachelor's degree in Business Administration, Management, or a related field.
- Familiarity with Agile methodologies, particularly Scrum principles and practices.
- Strong communication and interpersonal skills, with the ability to work collaboratively in a team environment.
- Basic understanding of project management concepts and processes.
- Proficient in MS Office Suite, along with experience in project management tools like Jira or Trello.
- Ability to prioritize tasks effectively and manage time efficiently in a fast-paced setting.
- Enthusiasm for learning and professional development within the Agile framework.

Application Process:

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to applications@proffersolutionltd.co.uk. The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.