
Agile Delivery & Scrum Manager

40 hours per week. Permanent contract



Department: Cadet Digital Services

Level: L2

Reporting to: Product Owner

Location: Home Based

Job Description

Purpose of the Post

The Agile Delivery & Scrum Manager plays a critical role in ensuring effective, efficient delivery across Cadet Digital Services. They support the delivery of user-centred digital products, including Westminster and its supporting applications, by driving Agile practice, enabling delivery flow, and providing structured support across product and project activities.

Working to the Product Owner, the Agile Delivery & Scrum Manager help translate strategic direction into actionable plans, maintain delivery discipline, and support the creation and refinement of product artefacts. They will maintain oversight of progress and delivery risk and supports continuous improvement. Acting as a servant-leader, they facilitate Agile ways of working, remove impediments, and ensure ceremonies, planning, and backlog refinement remain focused and effective.

Principal Responsibilities

- Lead and facilitate Agile ceremonies including sprint planning, daily stand-ups, sprint reviews, and retrospectives.
- Enabling continuous delivery of high-value digital products.
- Proactively identify, manage, and escalate impediments, working with stakeholders to protect delivery flow.
- Translate operational issues into clear user stories, process maps, requirements and acceptance criteria that the delivery team can confidently build from.
- Coach team members and stakeholders on Agile principles, promoting a culture of collaboration, accountability, and iterative improvement.
- Work with developers to ensure proposed solutions remain user-centred, realistic, and aligned to service constraints.
- Support Product Owner with backlog refinement, prioritisation, and clarity of user stories.
- Monitor team health, performance, and delivery metrics, identifying opportunities for improvement.
- Maintain documentation and product artefacts, ensuring decisions, requirements and outcomes are recorded in a way that supports future change.
- Help teams balance technical debt and delivery priorities by fostering healthy conversations between developers and product owner.
- Support onboarding of new team members, helping them understand Agile working practices and team norms.

Agile Delivery & Scrum Manager – April 2026

Holderness House, 51-61 Clifton Street, London EC2A 4DW. [acctuk.org](https://www.acctuk.org)

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)



**Army
Cadet
Charitable
Trust UK**

- Undertake any other tasks related to delivery, workflow optimisation, or Agile support as directed by line management.

Agile Delivery & Scrum Manager – April 2026

Holderness House, 51-61 Clifton Street, London EC2A 4DW. [acctuk.org](https://www.acctuk.org)

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

Key Competencies

Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Training or demonstrable competence in Agile delivery, Scrum, facilitation, or Business Analysis • Evidence of continued professional development in Agile delivery, coaching, or digital service management. 	<ul style="list-style-type: none"> • Agile-related training (Scrum Master, Kanban, SAFe, or equivalent). • Relevant qualification or equivalent experience in a digital, technical, or project delivery discipline.
Experience and knowledge	<ul style="list-style-type: none"> • Experience as a Scrum Master, Agile facilitator, Business Analyst, or similar delivery-supporting role • Understanding of Agile methodologies (Scrum, Kanban, or SAFe) and how to apply them in practice. • Experience supporting multidisciplinary teams (developers, testers, designers, product roles) • Ability to work autonomously within a delivery environment while aligning to a defined strategic direction. 	<ul style="list-style-type: none"> • Experience delivering digital services in the public sector, MOD, or other regulated environments. • Experience supporting distributed or hybrid teams across multiple delivery streams.
Skills and ability	<ul style="list-style-type: none"> • Excellent facilitation skills with the ability to lead Agile ceremonies and discussions effectively. • Ability to work collaboratively across technical and non-technical stakeholders. • Ability to translate complex problems into clear requirements and delivery tasks. • Clear and confident communicator, able to explain Agile concepts to both teams and senior leaders. 	<ul style="list-style-type: none"> • Confident in using data and metrics to guide improvement and support decision-making. • Ability to recognise team health issues early and take action to address them constructively.

Agile Delivery & Scrum Manager – April 2026

Holderness House, 51-61 Clifton Street, London EC2A 4DW. acctuk.org

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)