



## JOB DESCRIPTION

**JOB TITLE: Project Co-ordinator**

**REPORTING TO: Secondary Programme Manager**

**WORKING WITH: Business Manager, Marketing Manager, Other Project Co-ordinators, External Associates**

**SALARY RANGE: FTE £21,000 to £25,000 (commensurate with skills and experience)**

**This is a full-time role.**

**1. JOB SUMMARY**

To provide high quality project support, co-ordination and administration over a number of projects, taking sole responsibility for some projects and working with colleagues on others. Success in this role relies on excellent organisation and project management skills, a high degree of professionalism, accountability and self-motivation, being able to adapt and work flexibly with a small professional team and varied stakeholders.

**2. INTRODUCTION AND OVERVIEW**

The Centre for Leadership Performance is a not-for-profit organisation working to support the growth of leadership capability across Cumbria. Our mission is to develop Cumbria's leaders for today and tomorrow. We work from primary to board room in our approach to leadership development. Our philosophy and approach is that leadership is a behaviour that we can all demonstrate. We develop and carefully project-manage innovative programmes, working hand in hand with businesses and schools and young people to encourage and nurture leadership within organisations, individuals and communities, working at all levels and across sectors.

Working as part of a growing team, the Project Co-ordinators will have a key role in ensuring that the delivery of work at CforLP is of high quality, on time and on budget, bringing new ideas to address emerging needs.

While working directly with the Secondary Programme Manager it is our intention that the Project coordinators work together to ensure an integrated approach across all four areas of our business, Primary, Secondary, Early Careers and Workplace.

Along with the Programme Managers, the Project Co-ordinator is responsible for translating the requirements for successful project design and delivery into actionable project plans and implementation, it is also essential that they apply continuous monitoring, review and adjustment of projects to ensure they are of high quality, deliverable, and fit for purpose; working closely with delivery partners and other stakeholders. They must communicate effectively with other team members and external suppliers to ensure smooth delivery of high-quality projects.

Day to day the role will be varied, including general and project specific administration, talking to clients, volunteers, and partners on the phone and in person, planning and managing face to face and virtual events, researching curriculum areas that may inform

	<p>products and services, helping to support digital developments and website and marketing supported and working with CforLP team and associates. The role will also involve looking for new opportunities to grow and improve the services provided. The nature of the work means some events will be held in the evenings and at weekends and the postholder must be able to work flexibly to plan and attend these events.</p> <p>While the role of Project Co-ordinator is to provide first class support to the Secondary Programme Manager they must also maintain an awareness of the wider business and where there are benefits, synergies and efficiencies between the workstreams be able to spot those opportunities and work together with other teams. Critically they must remain adaptable and flexible and open to change and continuous improvement.</p> <p>Some project management experience is essential and ideally experience of working with young people, but you will be fully supported as you take over existing projects and manage new and emerging projects. Some previous marketing experience is required as the role will include producing marketing materials and content supported by the Digital Marketing Co-ordinator. It is intended that you will spend time getting to know all areas of the business to ensure that you can co-ordinate and integrate project support activities.</p>
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>
1	Research – building and sharing an understanding of client requirements, identifying areas for opportunity, growth and improvement
2	Planning – defining and clarifying project scope, developing the project plans, scheduling, producing processes and procedures to support the projects' objectives
3	Marketing– taking responsibility for identifying and fulfilling marketing needs within the secondary area. With the support of the Digital Marketing Co-ordinator, co-ordinate and curate content, produce reports, case studies, newsletters and materials to support and promote this area of the business
4	Organising – organising project delivery and project resources, while ensuring project documents are complete, current, and appropriately stored. Organising face to face and online events including the management of volunteers
5	Leading – identifying resources, assigning work and managing day-to-day operational aspects of the projects
6	Controlling – keeping the projects on track, evaluating impact, managing risks, taking corrective actions, and reporting
7	Collaborating – working closely with external stakeholders, sub-contractors, associates and clients
8	Communicating – ensuring all parties involved in the projects are aware of roles and responsibilities

	9	Accountability – taking responsibility and being accountable for the ultimate outcomes of the project delivery
	9	Delivery – being involved in the design and delivery of sessions and events where relevant

### 3. GENERAL

**Other Duties** – The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post.

**Contract details** - We are open to discussions around flexible working, job share and/or part time work

**Pension Scheme** – 5% employee and 5% employer contributions

**Policies and Procedures** – The post holder is required to adhere to CforLP policies and procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with CforLP's health and safety policies and procedures.

**Interviews** – to be held Wednesday 15<sup>th</sup> December 2021

**To apply for this post please forward your CV with a covering letter describing how you meet the specification and why you think you would be a good fit for the post to: [liz.hodgson@cforlp.org.uk](mailto:liz.hodgson@cforlp.org.uk)**

**If you would like to arrange an informal chat about the role then please contact our Secondary Programme Manager, Nicola Woolley, at [nicola.woolley@cforlp.org.uk](mailto:nicola.woolley@cforlp.org.uk)**

**Deadline for applications is 12 noon, Thursday 9<sup>th</sup> December 2021**

## PERSON SPECIFICATION

Job Title	<b>Project Co-ordinator</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT</b>
Qualifications		<ul style="list-style-type: none"> <li>• Project management</li> <li>• Degree or equivalent experience.</li> </ul>	CV
Experience	<ul style="list-style-type: none"> <li>• Demonstrable experience of working as a project administrator or manager</li> <li>• Experience of working as part of a team</li> <li>• Proven experience of delivering projects to desired outcomes and within quality, time, cost and project margin limits</li> <li>• Experience of successfully working on multiple projects at the same time</li> <li>• Experience of embedding new processes, functions and systems within the organisation.</li> <li>• Proven experience of working with internal and external customers, partners and suppliers to deliver outcomes</li> <li>• Experience using IT tools to support project management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an SME</li> <li>• Experience of working in a training and development environment</li> <li>• Experience of working with young people</li> </ul>	CV / Interview
Skills	<ul style="list-style-type: none"> <li>• IT skills in the Microsoft Office and MS Teams environment and other digital platforms</li> <li>• Ability to learn and use additional software packages such as CRM systems</li> <li>• Excellent communication skills (oral, written and presentational)</li> <li>• Excellent interpersonal skills with strong negotiating / influencing skills and the ability to build constructive business relationships and act collaboratively</li> <li>• Digital skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand how project delivery fits into wider business strategy</li> <li>• Ability to train others</li> </ul>	CV / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> <li>• Ability to use appropriate project management tools, skills and techniques to ensure successful delivery outcomes through effective use of resources</li> <li>• Committed to continuous improvement and change</li> <li>• Outcome and achievement focussed</li> <li>• A high degree of integrity and professionalism</li> </ul>		CV / Interview

	<ul style="list-style-type: none"> <li>• Ability to deal with senior management, stakeholders and clients displaying confidence and gaining trust</li> <li>• Ability to take responsibility for and deal effectively with issues, take decisions and adapt approach to enable projects to move forward in a constructive and positive manner</li> <li>• Commercially aware, sensitive to cost efficiencies, profit margins and adding value where possible</li> <li>• Flexible, self-motivated and a positive attitude.</li> <li>• Innovative in approach to planning and problem solving</li> <li>• Ability to travel to project meetings as and when needed</li> <li>• High-level of drive and motivation to achieve</li> <li>• Takes opportunities to develop skills and experience</li> </ul>		
Personal Attributes	<ul style="list-style-type: none"> <li>• Be committed to maximising our revenues to enable us to develop Cumbria's Leaders of Today and Tomorrow</li> <li>• Be inclusive in their thoughts, words and actions and promote the Centre's services in an inclusive way</li> <li>• Be ambitious for the young people of Cumbria, the Centre and for Cumbria</li> <li>• Understand the benefit of working collaboratively and seek to do so within the Centre team and with wider stakeholders</li> </ul>		Interview
Other requirements	<ul style="list-style-type: none"> <li>• Be flexible, creative and willing to muck in to help a small team deliver big projects</li> <li>• Be able to work some evenings and weekends</li> <li>• Be responsive and resilient to change, especially at short notice</li> <li>• Be able to cope with the demands and pressures of tight deadlines and peaks of business activity</li> <li>• Be eligible to reside and work in the UK</li> </ul>		CV/ Interview

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