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| <b>Job title:</b>  | Project Coordinator              |
| <b>Department/Division</b>   | International Programmes         |
| <b>Responsible to:</b>   | Head of International Programmes |
| <b>Responsible for:</b>  | N/A                              |
| <b>Salary:</b>   | 28,000                           |
| <b>Main purpose of job:</b>  |                                  |
| To support the Head of International Programmes and the project team in the achievement of departmental goals through the accurate and timely execution of administrative tasks.   |                                  |
| <b>Key result areas:</b>   |                                  |
| <p>The main duties and responsibilities of the role are:</p> <ul style="list-style-type: none"> <li>• To coordinate and schedule team meetings and ensure all stakeholders are informed of the meeting details.</li> <li>• To take accurate and detailed minutes during meetings and distribute them to all relevant parties in a timely manner.</li> <li>• To manage data on the CRM system, ensuring all information is kept up to date and accurate.</li> <li>• To maintain a high level of organisation and ensure that project documents and files are properly stored and easily accessible.</li> <li>• To assist the team with administrative duties such as scheduling appointments, making travel arrangements and preparing reports.</li> <li>• To ensure that project deadlines are met and to report any issues to the respective project lead.</li> <li>• To communicate with stakeholders to ensure that they are kept informed of project progress.</li> <li>• To monitor and collect information on the latest grant schemes and public funding opportunities, preparing regular updates to share with our team of business growth specialists.</li> <li>• To support clients in their search for private funding, using inhouse tools and targeted desk research to identify potential investors aligned with clients' sectors, stages of growth and funding needs.</li> <li>• To support internal operations and client communications through the adept exploitation of CRM systems and new digital tools.</li> <li>• To commit to ongoing learning and development demonstrating an interest in innovation and emerging technologies.</li> </ul> |                                  |
| <b>Other:</b>  |                                  |
| <p><b>Health and Safety</b><br/>To comply with the Health and Safety at Work etc. Act 1974 and to take responsibility for their own health and safety and that of other persons who may be affected by their own acts or omissions.</p> <p><b>Equality and Diversity</b><br/>To always carry out their responsibilities in line with Equal Opportunities Policy and Procedure.</p> <p><b>Confidentiality</b><br/>To maintain confidentiality of information relating to clients, staff, and other users of the services in accordance with the Data Protection Act 2018 and GDPR regulations including outside of the work environment. Any breach of confidentiality may render an individual liable for dismissal and/ or prosecution.</p>   |                                  |

**General**

This job description is not intended to be exhaustive. You may be required to perform any other duties as the organisation may require. You undertake to work to the best of your ability and use your best endeavours to promote, develop and extend the employer's organisation and interests.

**Conditions**

All offers of employment are conditional on you demonstrating your eligibility to work in the UK. Offers are also conditional on receipt of a minimum of two satisfactory references, covering at least the last three years on employment, with any gaps in employment history being explained satisfactorily. Whether references are deemed satisfactory is at the discretion of the organisation.

**Knowledge, skills & experience (person specification)**

| <b>Requirement</b>                  | <b>Essential</b>  | <b>Desirable</b> |
|-------------------------------------|---|------------------|
| <b>Education</b>                    | <ul style="list-style-type: none"><li>- GCSEs at grade 9 to 4/A* to C in English and Maths</li><li>-</li></ul>  | -                |
| <b>Knowledge required</b>           | <ul style="list-style-type: none"><li>-</li></ul>   | -                |
| <b>Experience required</b>          | <ul style="list-style-type: none"><li>- Experience of working with a CRM system</li></ul>   |                  |
| <b>Skills and aptitude required</b> | <ul style="list-style-type: none"><li>- Strong IT skills across MS Office, particularly Word and Excel</li><li>- Organisational skills</li><li>- Excellent communication skills, both written and verbal</li><li>- Strong problem solving and analytical skills</li></ul> |                  |
| <b>Personal qualities</b>           | <ul style="list-style-type: none"><li>- Strong attention to detail</li><li>- Ability to work independently and as part of a team</li><li>- Ability to think creatively</li><li>- Positive attitude</li><li>- Commitment to ongoing learning and development</li></ul>     |                  |
| <b>Practical circumstances</b>      | <ul style="list-style-type: none"><li>-</li></ul>   | -                |

**Please note that all applicants must have the right to work in the UK. A full UK driving license is essential.**

**Declaration:**

**Completed by:**

|               |  |
|---------------|--|
| Manager name: |  |
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|            |  |       |  |
|------------|--|-------|--|
| Signature: |  | Date: |  |
|------------|--|-------|--|

|                    |  |       |  |
|--------------------|--|-------|--|
| Staff member name: |  |       |  |
| Signature:         |  | Date: |  |