

Project Support

The role is hybrid and can be based out of our Leeds, Sunderland or Daresbury office.

For over 35 years, RTC has been at the forefront of empowering businesses to navigate and thrive in an ever-changing landscape. Our commitment to fostering growth is evident in our actions, not just our words. Our team of dedicated professionals, strategically located across the North, is united by a shared passion for connecting clients with transformative opportunities and driving innovation. We cultivate a strong sense of belonging, ensuring that every team member feels valued and empowered, even in remote working environments.

Are you a driven professional with a proven ability to deliver exceptional outcomes? If you're passionate about contributing to the success of impactful projects, we invite you to join our dynamic team at RTC North. We're seeking a talented and resourceful Project Support Officer to play a pivotal role in delivering our projects to the highest standards.

The Role

As a Project Support Officer, you will be instrumental in providing comprehensive administrative support to our project delivery teams. Your responsibilities will encompass a wide range of tasks, including grant administration, CRM management, claims support, document verification, and general administrative duties. You will be a key player in ensuring that projects are executed efficiently, accurately, and in compliance with relevant guidelines. This role may involve occasional travel to attend conferences and events across the UK.

Key Responsibilities:

- Provide comprehensive support to the Programme Manager in all aspects of project delivery.
- Efficiently manage grant administration processes.
- Maintain accurate and up-to-date records within the CRM system.
- Facilitate the claims process and ensure timely submission of required documentation.
- Verify project-related paperwork for accuracy and compliance.
- Deliver essential administrative support to project delivery staff.
- Coordinate purchase orders, room bookings, and event logistics.
- Collaborate with the Marketing team to support event planning and execution.
- This is a full-time, permanent position with the potential for additional responsibilities as required.

Specific Requirements

To succeed in this role, you will possess a strong foundation in administrative tasks and a proven ability to work effectively within a team. A keen eye for detail, excellent organisational skills, and the ability to manage multiple priorities are essential. Previous experience in project administration, grant management, or event coordination would be advantageous.

Essential Skills and Experience:

- Proficiency in word processing, spreadsheet, and project management software.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Excellent time management and organisational abilities.
- Attention to detail and accuracy.
- Experience in project administration (desirable).
- Grant management experience (desirable).
- Event coordination experience (desirable).

Beyond the responsibilities, you will experience:

- A diverse and supportive work environment where every voice is heard and every contribution matters.
- Opportunities for professional development, with up to 12 days dedicated to learning and growth.
- A flexible work arrangement that allows you to find the balance that works best for you.
- Competitive compensation and benefits, including a salary between £23,000 - £29,000, profit share, generous pension, and more.

The process

If you are a highly organised and motivated individual with a passion for supporting project success, we encourage you to apply.

Please send your CV along with a covering letter to marc.bradley@rtcnorth.co.uk

The closing date for applications is 11:59pm on the 16th August.

Sifting will happen on the 19th of August with applicants being notified by close of business on the 20th August.

Telephone call to be booked in with successful candidates. This is to find out a bit more about you and for you to find out more about the role and RTC North.

Interviews to be booked following telephone calls. The interview stage will include a proof reading and time management exercise, along with an interview. The interview questions will be sent to you before the interview.

If you have any questions, please do not hesitate to drop me an email.