

Position	Project Co-ordinator
Reports To	Programme Manager

PURPOSE

The post-holder's primary responsibility is to provide a full administration service to the Scaleup team, providing support to other team members, organising meetings and events, contributing to the team meeting key deliverables and target outputs. This may include occasional attendance at conferences and events in the UK.

DESCRIPTION

- Support Programme Manager with all aspects of project delivery
- Grant administration
- CRM Updates
- Support for claims
- Chase advisors for paperwork
- Check paperwork for compliance & accuracy
- Maintaining external registers of experts
- Administrative support for project delivery staff
- Purchase orders
- Room & event bookings
- Liaise and support (where required) with Marketing team re events

This is a full time, permanent post and may include other duties not specified above

Specific Requirements

Skills/Training	<ul style="list-style-type: none"> • Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications • Ability to work effectively as a team member and independently • Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines • Demonstrated experience in budget and financial management • Excellent written and verbal communication skills • Excellent critical and creative thinking and analytical skills • Experience in program administration, operating procedures, oversight and monitoring • Ability to work with database applications • Knowledge of project funding procedures and guidelines • Strong interpersonal and clear communication skills • Ability to identify problems and risks and keep Programme Manager fully informed. 	
Experience	<ul style="list-style-type: none"> • Experience working in a team environment overseeing a project delivery • Be able to demonstrate problem solving • Working to demanding deadlines • Ability to adapt to change • Commercial understanding 	<ul style="list-style-type: none"> • Previous experience working with funded projects • Previous experience working with events
Other	<ul style="list-style-type: none"> • A full driving license and the willingness to travel outside normal office hours. 	

MINIMUM COMPETENCY LEVELS REQUIRED		
Team Work & Collaboration	Level 2: A good team player	<ul style="list-style-type: none"> • Recognises when help is needed and willingly offers support • Accepts responsibility for team objectives • Has a positive view of the team and wants the team to deliver its objectives • Accepts that others have a valid point of view and shows respect for others' intelligence
Effective Communication	Level 2: Communicates in an accurate and timely manner	<ul style="list-style-type: none"> • Imparts information that is concise, but at the correct level of detail • Communicates accurately and without ambiguity • Ensures the timing of communications is effective • Places the correct emphasis on the message • Takes action to keep up to date and informed •
Planning, Organisation & Flexibility	Level 3: Plans ahead and adapts	<ul style="list-style-type: none"> • Accurately records information in accordance with RTC policies and systems, e.g. timesheets, expenses and CRM input • Involves others in planning activities • Shifts resources to ensure delivery • Monitors and manages staff skills and competence to ensure sufficient resources are available to meet expectations • Assesses time and resources needed for projects or activities • Develops practical and realistic plans that ensure efficient use of resources • Plans how to deal with peaks and troughs in workload over time • Draws up contingencies and adapts plans as necessary
Integrity	Level 1: Demonstrates respect and honesty	<ul style="list-style-type: none"> • Is fair, consistent, open and honest in the treatment of others • Only gives commitments that can be met and ensures these are honoured • Has respect for the knowledge and experience of others and listens to their concerns • Consistently treats others in the same way as they would like to be treated • Is approachable and patient • Is aware of the feelings of others • Quality obsessed – ensures that all information is completed accurately and to the best possible standard
Commercial Focus	Level 1: Proactive and makes suggestions for improvements	<ul style="list-style-type: none"> • Takes action before being asked • Makes suggestions on how to improve things and questions current methods • Concerned with service and delivery • Raises issues and makes ideas known • Contributes to change initiatives with enthusiasm • Prepared to “have a go”

Embracing Change	Level 2: Responds positively to change	<ul style="list-style-type: none"> • Responds enthusiastically to new ways of working • Finds ways to build on changes and personalise for own area • Can move from one project to another without being fazed • Accepts change which challenges established ways of working • Finds ways to maintain personal energy and stability in periods of rapid change
Influencing & Relationship Building	Level 1: Works co-operatively	<ul style="list-style-type: none"> • Actively listens to the content of what people are saying and responds appropriately • Understands the benefits of working with others • Checks others' understanding • Uses analogies and metaphors to help explain or clarify
Innovation & Creativity	Level 1: Makes connections and encourages a creative environment	<ul style="list-style-type: none"> • Identifies similarities and differences between current and past situations • Looks at information and sees patterns and trends • Prepared to try new ways of doing things • Looks at the ideas of others • Questions currently accepted way of doing things • Imports good ideas from similar situations • Thinks of various options when identifying solutions

Please send your CV to Mica MacInnes at: mica.macinnnes@rtcnorth.co.uk

Please note the deadline is Friday 26th October 2020. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.