

**JOB DESCRIPTION**  
(To be read in conjunction with Person Specification)

**Project Coordinator**

<b>POST:</b>	<b>Project Coordinator</b>
<b>SALARY:</b>	<b>NJC 16</b>
<b>ACCOUNTABLE TO:</b>	Quality and Performance Manager
<b>RESPONSIBLE FOR:</b>	N/A

**ORGANISATIONAL EXPECTATIONS:**

Inspire North aims to provide a high quality customer service adhering to the principles of best practice, promoting equal opportunities and working positively with diversity. Inspire North is an ambitious, forward thinking organisation and you must be committed to developing and enhancing the services we provide.

The organisation expects all its employees to carry out their duties in a professional manner with a client focus, ensuring that respect and courtesy is shown to them, colleagues, other service providers and all those in contact with the organisation. You are expected to uphold the values and ethos of Inspire North at all times.

**OUTLINE OF POST:**

You will play a pivotal role in supporting senior leaders across the organisation in the implementation and delivery of a variety of projects. Including but not limited to, strategic projects, mobilisation of new contracts and service level projects.

Using your specialist project co-ordinator knowledge, you will plan, capture, report, coordinate, support the governance progress during meetings and update documentation associated with projects as directed by the Project Manager. You will be self-directed, proactive, and innovative in the management of your own workload.

**MAIN TASKS:**

1. The post holder will take responsibility for maintaining appropriate project documentation. Project documentation may include (but is not limited to) Project Plans, Risk Logs, Issues Logs, Change Logs, Action Logs, Decision Logs, Progress reports and Lessons Learned.
2. Implement project, management tools and processes, including software, support for design, testing and transition management.
3. Maintain a library of project and change management best practice toolkits and templates.
4. Monitoring queries via shared mailboxes and fielding to relevant parties, responding where appropriate.

5. Holder of each projects action log and to act as the main chaser in order to achieve delivery of actions in a timely and pro-active way, supporting colleagues to facilitate progress.
6. To coordinate meetings, workshops and events This includes, diary and any associated logistics, and producing timely meeting outputs for circulation to all interested parties. Where agreed attend and facilitate these meetings including minute taking and ensuring actions are logged and followed up as required.
7. Throughout the project support the review of key information regarding projects including resourcing capacity and skills, milestones, benefits, risks, dependencies, assumptions, and lessons learned ensuring quality of reporting output and seeking clarification with Project Managers where required.
8. Support and deliver aspects of the internal comms workstreams for delivering results.
9. Arrange and support assurance health checks for projects, attending interviews with project managers and documenting findings.
10. Recommend where appropriate, aspects of continuous improvement that support the project activity and supporting the implementation of internal projects to deliver new capabilities.
11. Support the project management induction process for new Project Managers.
12. When required, provide high administration to tasks which are blocking project delivery.
13. Provide written report on progress of projects monthly to SLT.
14. Adhere to and keep up-to-date with policies, guidelines, procedures and practices.
15. Participate in regular supervision, team meetings and other meetings as required.
16. Represent Inspire North in a knowledgeable and professional manner at all times.
17. Maintain appropriate professional boundaries at all times.
18. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.
19. Partake in Inspire North's Personal Development Review system.
20. Any other duties commensurate with the grade and level of responsibility of this post.

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North.

## Person Specification

### Project Coordinator Quality and Performance

The person specification should be read in conjunction with the job description. It is used at the short listing and interview stages to decide how suitable each candidate is to take on the role.

Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential	Desirable	Identified by: A=application I=interview E=exercise
Demonstrate understanding and commitment to equal opportunities and diversity	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		I
The confidence and ability to work independently and know when to challenge information and escalate issues	✓		A,I
Knowledge & Skills	Essential	Desirable	
Strong problem solving and analytical capability and confidence in dealing with, and effectively interpreting and communicating, financial, performance, strategy and organisational information	✓		A, I, E
High levels of competence in MS Office and MS Project or equivalent project tools	✓		A, I
The ability to work flexibly and collaboratively as part of a team and develop effective working relationships at all levels	✓		A, I

Methodical, with outstanding organisation, planning and administrative skills	✓		A, I, E
Ability to prioritise, work calmly under pressure and meet tight deadlines	✓		A, I
Strong written and verbal communication skills, with keen attention to detail	✓		A, I
The ability to use your own initiative to identify opportunities for continuous improvement.	✓		A, I
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
A second Language e.g. Urdu, Polish, BSL		✓	A
Project management qualification i.e. PRINCE2, Agile, SCRUM etc.		✓	A, I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Substantive experience as a Project Co-Ordinator	✓		A, I
Experience of using Microsoft Project Online or similar collaborative Project Management software	✓		A, I
Experience of being a service user, carer, or working/volunteering in our field of work		✓	A