

JOB DESCRIPTION



Job Title: P/T Project Co-ordinator (zero hours contract, up to 20hr per week)

Location: Home Based

JOB PURPOSE

Experienced Project Co-ordinator required to provide administrative assistance and support to a Project Manager to drive and deliver a complex and challenging change management programme.

KEY PERFORMANCE AREAS

- Use well developed organisational and administrative skills to manage portfolios, charters, action plans, risk registers, schedules and rosters to assist the PM to achieve project objectives.
- Assist the PM to plan, arrange and manage stakeholder meetings both on-line and in person.
- Use knowledge of supporting projects / programmes to assist the PM to deliver reporting and tracking against programme progress.
- Develop and maintain internal and external stakeholder relationships to arrange and ensure timely and appropriate communications.
- Work collaboratively with a range of external stakeholders including soft fruit growers, packhouse staff and managers, consultants, machinery suppliers to achieve project aims.
- Have or develop an understanding of attitudes impacting movement toward organisational change, including resistance, organisational defence routines, pervading cultures and the engagement process.
- Efficiently and accurately deal with incoming and outgoing correspondence and assist the PM with resolving issues.
- Undertake occasional stakeholder site and company office visits.
- Demonstrate ability and confidence in Microsoft and project management tools to efficiently collate and maintain project management and change management information.

RESPONSIBILITIES

- Monitoring and follow up on project actions.
- Providing detailed updates to project manager or other stakeholders.
- Planning meetings and organising project logistics.
- Keeping detailed records of the project including Gantt charts, rosters, timetables, plans, risk

- registers at every stage that may include summary reports to be presented to the manager.
- Effectively communicating with stakeholders to manage relationships, drive actions and gather required information.
 - Catching and assessing any issues or risks that may arise and reporting them to the project manager.

PERSON SPECIFICATION/KEY COMPETANCIES

1. Resourceful and self-motivated individual, able to work alone and unsupervised.
2. Ability to relate to key client personnel in a professional and credible fashion.
3. Well-developed interpersonal and written communication skills, including the ability to communicate with a wide range of employees, consultants, members.
4. Well-developed administrative and planning skills.
5. Ability to work with colleagues across professional, operational and cultural boundaries.
6. Proactive approach and prompt responses to all service requests.
7. Ability to identify needs and issues and recommend suitable and pragmatic courses of action and solutions, adopting a risk aware approach.
8. Good time management and organisational skills with the ability to handle a number of tasks at once and meet deadlines as required.
9. Excellent IT skills.

SKILLS

- At least 5+ years prior experience in a project co-ordinator, administrative or business role is essential.
- Degree in relevant subject is desirable but not essential.
- Experience of Word, Excel, PowerPoint to a high level is essential. Knowledge of project management tools is desirable.
- Knowledge of industries involving highly perishable or fast moving foods is desirable but not essential.
- Good level of written and spoken English Language.
- Right to work in the UK.

KEY RELATIONSHIPS

Reports to: Project Manager

Line Reports: None

I acknowledge receipt and agree with the job description detailed above.

..... Date.....