

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder's Name:		Job Title:	Project Coordinator
Reports to:	Project Manager, Learning Provision	Location:	Canterbury / flexible
Department:	Learning Provision	Job Family:	Support

SECTION 2

DEPARTMENT STRUCTURE

Please see Appendix A attached.

SECTION 3

OVERALL JOB PURPOSE

(What is the purpose of the job?)

- To support the Project Manager and the wider Learning Provision department with co-ordination, administration and planning activities relating to a wide range of projects.

SIZE/DIMENSIONS

(In what context does this role operate in terms of area of impact, financial budgets and supervision and or management of staff.)

This role works across the Learning Provision team, supporting the Project Manager in the successful delivery of business objectives related to new and enhanced qualifications and learning opportunities.

This mix of duties will require the post holder to be organised and able to pay attention to the detail of delivering educational programmes.

The post holder will be expected to take on a high level of administrative duties to support project documentation, planning and communication.

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

(This area outlines in more detail the duties of the post holder).

- Provide efficient co-ordination of the project process by scheduling and attending meetings, managing project check-ins, keeping action logs and reports.
- Maintain accurate and up to date records related to project status, chasing actions where appropriate.
- Contribute to high level status reports across LP projects.
- Ensure project management system is effectively maintained with up-to-date information across individual project timescales and long-term programme development plans.
- Help to develop and support project management processes for delivery of new programmes.
- Respond to day-to-day project-related queries.
- Support the gathering, collation and analysis of feedback on project processes, documenting and implementing improvements in terms of planning, monitoring and reporting.
- Support data gathering and analysis related to regular monitoring events e.g. annual monitoring of qualifications.
- Build and maintain good relationships and communication with internal and external project stakeholders.
- Prepare regular reports for presentation to senior management about project progress, resource planning and priorities.
- Maintain a good level of knowledge about programmes, products and services of LIBF.
- Undertake other activities in line with level of responsibility as may be required.

CONTACTS AND INFLUENCE EXERCISED

(Type, number and seniority of contacts, impact of influence)

Internal contacts across all areas of the organisation, and at all levels.

DECISIONS

(How much freedom is there to provide solutions, and make decisions regarding the resolution of problems within the constraints of established guidelines or procedures, and supervision?)

Indicate the level which best describes the job holder's involvement in the decision-making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	x
Participates in the establishment of guidelines & procedures	
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	X
Has impact on department/directorate* objectives	
Has impact on The London Institute of Banking & Finance / Proshare objectives	

Examples of the decisions that are generally made by the job holder

(To be added by line manager/employee)

- Prioritisation of own workload
- Decisions restricted to the presentation of updates, documenting decisions and timelines in project plans once agreed with wider team, and how to organise own workload
- Frequent contact and discussion across the Learning Provision team and relevant business areas.

DEFINITION /CLARITY

(The extent to which to job is defined; the clarity of the job's boundaries, levels of uncertainty)

This role is part of a wider team that needs to work collaboratively to ensure educational programmes and assessments support students to succeed. The post holder needs to work in a collaborative, supportive and flexible manner to achieve this and support the achievement of departmental and organisational objectives.

ANY ADDITIONAL FEATURES OF NOTE

PERSON SPECIFICATION

Job Title: Project Coordinator

Reports to: Project Manager, Learning Provision

Department: Learning Provision

Qualifications, knowledge and professional memberships	Essential / desirable?	
English and Maths GCSE at grade 4 /grade C or equivalent	E	
Two-years' work experience in an office/ project environment	E	
Technical competencies (skills and experience)	Essential / desirable?	
Good interpersonal skills that enable effective collaboration with colleagues, customers and clients	E	
Effective communication skills, with the ability to present information clearly, concisely and in plain English	E	
Highly organised with good attention to detail	E	
Possesses an analytical and enquiring mind enabling effective problem solving	D	
Good knowledge of Microsoft Office packages including Word, Excel, Outlook, Teams, PowerPoint, etc.	E	
Demonstrate the commitment, curiosity and motivation to identify areas for improvement, with a willingness to put forward ideas in a constructive manner	D	
Able to work under pressure, managing conflicting deadlines and possesses the resilience to succeed in a hybrid working environment	E	
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core for all employees
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential / desirable?	Core or Enhanced?
Communicating effectively	E	C
Business thinking	E	C
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	C
The Customer Experience	E	C
Managing quality and standards	E	C
Applying judgement and taking decisions	E	C

Signed
JOB HOLDER

Date

Signed
LINE MANAGER

Date

Appendix A

