LIBF

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder's Name:		**Job Title:**	Project Coordinator
Reports to:	Project Manager, Learning Provision	**Location:**	Canterbury/London/Home
Department:	Support and Operations	**Job Family:**	Support

SECTION 2

DEPARTMENT STRUCTURE

TBC

SECTION 3

OVERALL JOB PURPOSE
(What is the purpose of the job?)

- To support the Project Manager, project management team and the wider Learning Provision department with co-ordination, administration and planning activities relating to a wide range of projects within Professional Education and Higher Education.

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, attending and proactively contributing to meetings, managing project check-ins, and keeping action logs and reports.
- Maintain accurate and up-to-date records related to project status, chasing actions and discussing solutions where appropriate.
- Contribute to high-level status reports across Learning Provision 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, support and coordinate project management processes for delivery of new, updated and enhanced programmes.
- Respond to day-to-day project-related queries.
- Maintain accurate and up-to-date schedules for Higher Education modules, liaising directly with relevant teams within Higher Education and Learning Provision.
- Support the gathering, collation and analysis of feedback on project processes, documenting and implementing improvements in terms of planning, monitoring and reporting.
- Update and coordinate projects within project management solutions, ensuring project progress is tracked and reported accurately and effectively.
- Build and maintain good relationships and effective, responsive 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 Learning Provision teams and their responsibilities and the programmes, products and services of LIBF.
- Undertake other activities in line with level of responsibility as 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. Liaison at times with external subject-matter experts and attendance of project meetings involving externals.

DECISIONS

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 LIBF objectives	

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

- Prioritisation of own workload.
- Decisions including the presentation of updates, liaising with stakeholders to determine workable timelines, documenting decisions and keeping the team up to date and aligned via project plans.
- Frequent contact and discussion across the Learning Provision team and relevant business areas involving collaborative problem-solving.

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: Support and Operations

Qualifications, knowledge and professional memberships	Essential / desirable?	
English and Maths GCSE at grade 4/grade C or equivalent	E	
Two-years' work experience in a project environment	E	
Two years' work experience within an educational or learning and development environment	D	
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	
Analytical and enquiring mind enabling effective problem solving	E	
Good knowledge of Microsoft Office packages including Word, Excel, Outlook, Teams, PowerPoint, etc	E	
Experience using project management tools and/or software solutions	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 . . . .   Date . . . .
       JOB HOLDER

Signed . . . .   Date . . . .
       LINE MANAGER