

## Job Description

### Project Coordinator

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#### Reports to

Senior Project Manager

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#### Job Purpose:

The Project Coordinator will report to the Senior Project Manager and will have responsibility for project delivery across projects and short courses. The successful candidate will have strong interpersonal and liaison skills to maintain a high level of service to all stakeholders. A committed, 'hands-on' individual who is able to work quickly and accurately, the candidate will need to be proactive, have excellent time-management, IT and organisational skills, with the ability to manage their workload and to work effectively under pressure.

#### Key Duties and Responsibilities:

##### Responsibilities

- Overall efficient day-to-day management of consultancy projects and in-person/ online courses.
- Liaison with clients, external stakeholders and project collaborators including acting as the point of contact through Teams, email and web-based enquiries.
- Support the governance and oversight of projects.

- Co-ordination and implementation of individual project tasks including monitoring financials and project milestones, and liaising with internal and external stakeholders.
- Creation and ongoing maintenance of relevant project templates, co-ordination of project files and general administration.
- Support the in person/ online delivery and management of bespoke training courses, including providing services such as event planning and delivery and online platform management.
- Provide regular and ad-hoc information, both written and verbal, to project stakeholders.

##### Project Planning and Monitoring

- Monitor project stages to oversee adherence to project plans and timelines, and provide ongoing updates to the team.
- Produce regular internal and external project reports and organise project review meetings
- Identify issues, risks, lessons learned and potential slippage in the project plan and support decision making by developing options for possible solutions.
- Oversee the tracking and maintenance of records and files of all correspondence, minutes and reports in an accurate and timely manner

### **Financial Planning and Monitoring**

- Monitor expenditure on the project, liaising with the lead academic and UCLC Finance Team
- Prepare and submit reports on expenditure and activity as required by the various funders and institutions involved.
- Process project expenses, and update project expenditure tracking sheets.

### **Operational**

- Set up and maintain record-keeping systems to include: project progress, agendas, presentations and other structures established to oversee the project.
- Plan and organise project meetings and other events, including logistical arrangements (e.g. catering, travel, room bookings), preparation and circulation of agendas and papers, and taking minutes.
- Work closely with academic and support staff across UCL to develop effective working relationships.

### **Project development**

- Provide advice, coordination and support on proposal development, costing, pricing and submission, liaising with academic and UCLC colleagues as appropriate.
- Complete the relevant administrative and operational tasks as part of the project set up process.

- Obtain client feedback on completed consultancy projects as a part of a process of continuous improvement.

In carrying out the above duties, the Project Coordinator is expected to:

- Work expeditiously and with professionalism to ensure the business is organised efficiently.
- Maintain absolute confidentiality regarding sensitive personnel, financial and commercial information.
- Adhere to UCLC policies including organisational standards, Financial Regulations and Equal Opportunities.
- Maintain an awareness and observation of Fire and Health & Safety Regulations.
- Maintain an awareness of UK General Data Protection Regulations and apply where necessary.
- Participate in staff meetings and training as required.

In addition, the post holder will be expected to carry out any other duties and responsibilities within the scope, spirit and purpose of the post and its grading as requested by the line manager.

**Note:** The duties described above reflect the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and may be subject to amendment in consultation with the post holder