

PERSON SPECIFICATION – Project Coordinator

This form lists the essential (E) and desirable (D) requirements necessary to fulfil the role. The competencies will be observed in one of the following ways, by application (A), or by interview (I) and a test (T). Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

		Competency	
Qualifications	Educated to degree level or equivalent level of knowledge acquired through experience and training/development	E	A
	Specialist qualification in project management	D	A
Knowledge & Experience	Excellent administrative and organisational skills – structured and methodical approach. Experience of organising travel arrangements, project meetings and online events	E	A, I
	Strong interpersonal skills with an ability to communicate confidently, intelligently and effectively with colleagues, academic staff, all levels of management and external clients.	E	A, I
	Experience and/or technical aptitude to learn skills required to support academic teams to develop and manage a range of online learning platforms including live online delivery	E	A, I
	Excellent numeracy skills and accuracy with ability to produce and review written and numerical information concisely and accurately	E	A, I, T
	Ability to plan and develop projects and understand project dependencies	E	A, I, T
	Ability to work to set deadlines on own initiative, prioritise and organise competing workloads and work independently	E	A, I
	Ability and experience of handling a challenging role with confidence, initiative, adaptability, self-motivation, and attention to detail	E	A, I
	Experience in project administration and familiarity with costing, pricing and other commercial aspects of projects	E	A, I
	Delivery of multi-party projects to timescales, managing stakeholders and building credibility at all levels	E	A, I
	Experience in bid writing, report writing and good presentation skills	D	A, I
	Previous experience in one or more of the following areas would be advantageous, although not essential: Bespoke training, event management, higher education sector	D	A, I
	Proficient in MS Office Microsoft Word, Excel, PowerPoint and Outlook (MS Project and Visio experience would be desirable)	E	A
Other Requirements	Willingness to occasionally undertake business travel both within the UK and abroad. A flexible approach to tasks, travel and hours of work.	D	I
	Willingness to travel within London for the event management organisation and logistic planning.	E	I