



Job description

Post:	Project Coordinator	Grade:	H
Department:	Enterprise and Strategic Partnerships		
Team:	Enterprise and Strategic Partnerships		
Responsible to:	Vice Principal, Head of Enterprise and Strategic Partnerships		

Main purpose:

- Provide vital co-ordination across a range of partnership projects, while also delivering high-quality administrative support, assisting with bid development, and helping to monitor budgets and project resources.
- Ensure projects and partnership activity are delivered efficiently, on time, and in line with Norland's strategic objectives.
- Provide high quality customer service when dealing with email, telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland at all times.

Main responsibilities and duties:

- Provide end-to-end project administration, ensuring a professional and efficient service to internal and external stakeholders.
- Support the planning and delivery of multiple partnership and enterprise projects, ensuring timelines and key milestones are met.
- Provide support for proposal preparation and follow up with potential clients as necessary.
- Maintain project documentation including workplans, risk registers, action logs, meeting notes and progress reports.
- Track project deliverables and budgets and support colleagues in meeting agreed objectives.
- Track and manage changes, risks, dependencies and issues.
- Monitor project budgets and track expenditure and income, preparing invoice requests, credit card logs and reports as required.
- Assist with the implementation of project governance processes and reporting requirements.
- Provide day-to-day administrative support to the Enterprise and Strategic Partnerships Team.
- Liaise with and book internal and external meetings on behalf of the Head of Enterprise and Strategic Partnerships, including checking availability, booking rooms and adding to relevant calendars.
- Organise and coordinate travel arrangements for the Enterprise and Strategic Partnerships team.
- Oversee all itinerary arrangements for the Enterprise and Strategic Partnerships team when they are travelling for business purposes.
- Support the Head of Enterprise and Strategic Partnerships to manage all commercial leads.
- Assist the Head of Enterprise and Strategic Partnerships with the preparation of proposals, papers and reports, drafting, editing and formatting documents as appropriate.

- At the request of the Head of Enterprise and Strategic Partnerships, source and arrange gifts for external clients.
- Draft responses and communication on behalf of the Head of Enterprise and Strategic Partnerships, obtaining additional information and dealing with matters arising in her absence.
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- Send contracts to external clients once approved by the Head of Enterprise and Strategic Partnerships and raise invoices, liaising with the finance team when required.
- Research and purchase equipment and other items the Enterprise and Strategic Partnerships department may need.
- Liaise with other departments as required to support Enterprise and Strategic Partnerships team activities.
- Respond to and/or escalate emails received for the Enterprise and Strategic Partnerships email inbox.
- Coordinate diaries, schedule meetings, and organise internal and external partnership events.
- Prepare agendas, take minutes, and track follow-up actions from meetings.
- Manage correspondence, records, and filing systems to ensure information is up to date and accessible.
- Act as a point of contact for internal and external stakeholders, ensuring a professional and responsive service.
- Support communication with partner organisations and assist in managing partnership records and updates.
- Be willing to undertake Fire Warden and First Aid training and be a key holder to assist in opening and closing the building as and when required.
- Work with internal departments to ensure operational procedures are fully complied with.
- Take ownership of continued personal development (CPD) within your role and identify personal training needs.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- To undertake any other duties, as required from time to time.

General:

In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:

- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.
- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the Norland-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.

- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.

This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.