



Person Specification – Project Coordinator

	Essential (E)/ Desirable (D)	How assessed Application (A) Interview (I)
Education, professional training, and qualifications		
Degree or equivalent vocational qualification	E	A
Project Management qualification such as APM or Prince2, or willingness to undertake project management qualifications.	E	A/I
Willingness to engage in further training relevant to the role.	E	I
Experience and specialist knowledge		
Experience in a project coordination/management role.	E	A/I
Experience arranging meetings, taking minutes, and maintaining accurate records.	E	A/I
Confidence working with budgets, spreadsheets, and financial tracking information.	E	I
Experience of diary management	E	A
Familiarity with project management tools or methodologies.	E	I
Experience supporting bid writing or funding applications.	D	A/I
Experience of stakeholder management	D	I
Knowledge of partnership working within education, training, or public/private sector environments.	D	I
Skills and abilities		
Ability to manage multiple priorities and deadlines.	E	I
Excellent written and oral communication skills.	E	A/I
Computer confident with good IT skills using Microsoft Office.	E	A/I
High level of attention to detail.	E	A
Excellent interpersonal skills, able to build rapport when meeting new people.	E	I
Highly effective organisational and time management skills.	E	A/I
Proactive team player.	E	I
Ability to work collaboratively across boundaries in partnership with colleagues.	E	I
Ability to work in and adapt to a fast-paced environment.	E	I
Ability to problem solve and develop solutions.	E	I
Personal qualities		
Professional and confident in dealing with stakeholders at all levels.	E	I
Ability to manage change positively.	E	I
Discreet and can maintain confidentiality.	E	I
Can act on own initiative within specified boundaries.	E	I
Proactive in pursuit of work to its completion.	E	I
Flexible in approach to work.	E	I
Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment.	E	I

Demonstrates a commitment to supporting a customer focussed and student-centred learning experience.	E	I
Possess well-developed interpersonal skills and can communicate effectively and appropriately with people from a wide range of backgrounds with a caring and professional manner.	E	I
Demonstrable commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda.	E	I
Demonstrable experience of representing the values of an organisation in daily life.	E	I
Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities.	E	I
Demonstrates a positive attitude, professionalism, passion and energy.	E	I
Demonstrates willingness to immerse into the life and culture of Norland.	E	I
Motivated and committed to continuous improvement for self and colleagues.	E	I
Willingness to become part of the Norland community by engaging and participating in Norland-wide activities and being a positive role model to others.	E	I
Unusual post requirements		
Occasional Saturday working to cover Norland open days and other events.	E	I
May involve occasional travel across the UK and overseas (including overnight stays).	E	I