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# Project Coordinator

## About the job

We are currently recruiting for a **Project Coordinator** to work within the delivery team of a social enterprise, which offers services (social, digital etc) to local communities and SMEs, particularly those run by (or serving) the following groups:

1. Black ethnic minorities
2. Women
3. Young people (16-24 years old)
4. Migrant families
5. Groups suffering from digital exclusion

We are looking for an individual who is passionate, hands-on and eager to learn. The role is likely to involve working on multiple exciting projects so the individual should be able to multitask.

## Roles and responsibilities

- Creating and reviewing of reports
- Coordinate activities, resources, equipment and information
- Liaise with clients to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves
- Help prepare project proposals, timeframes, schedule and budget
- Manage, control and coordinate project schedule & implementation to make sure the project to be completed on time



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- Assess project risks and issues and provide solutions where applicable
- Create a project management calendar for fulfilling each goal and objective.

## Desired Skills and Experience

- A degree in Business Management or a related field is required
- Minimum of 2 years experience and knowledge of both theoretical and practical aspects of project management
- Professional certification in the Project Management field is required (e.g. agile/scrum, Prince 2, PMI, etc.)
- Strong mindset for continuous improvement and meeting or exceeding expectations and able to demonstrate complete discretion and confidentiality
- Superior verbal and written communication skills, with an emphasis on tact and diplomacy Business driven, people focused, with exceptional influencing skills;
- Excellent organisational, multi-tasking, presentation and time-management skills