



Job Description

Job Title	Project Co-ordinator
Department	Projects – Marketing & Communications
Reporting to:	Head of Projects and Business Development
Main Purpose of the role	
<p>To work with and assist in compiling funding bids, and managing key projects when successful. This includes working with college wide colleagues to ensure deliverables and KPIs are met, within budget and to time. This role will also complete necessary monitoring and reporting to the funding agency.</p> <p>The successful candidate will also complete a Level 4 Associate Project Manager Apprenticeship. One day per week will be given to complete this.</p>	
Key Tasks / responsibilities:	
<ul style="list-style-type: none"> • To assist the Head of Projects and Business Development in gathering necessary information and data to best inform which opportunities to bid for. • To assist in writing funding and project bids to external agencies, completing to deadlines. • To work with cross college colleagues to ensure the project runs within the parameters, to time, and achieves key performance indicators. • To promote certain projects to external organisations, recruiting and enrolling learners as appropriate. • To ensure the projects have a positive impact on learners and the college. • To assist in ensuring projects run within budget. • To assist in marketing and promoting the good work that projects are doing and have achieved. • To keep up to date records of data, completing monitoring and reports required by funding agencies. • To undertake other tasks as considered appropriate by your line manager. 	
Role Dimensions	
<ul style="list-style-type: none"> • Projects achieving key performance indicators. • Administration and reporting accurate and timely. 	

Key Interfaces
<ul style="list-style-type: none"> • Head of Projects and Business Development • Cross college department colleagues, such as finance and HR. • External funding agencies and departments • Local employers
Supporting College Goals and Values – all roles
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety,
Measurable Performance Standards for this role
<ul style="list-style-type: none"> • Achievement of key contractual targets • Businesses correctly advised and signposted on services and support available • Meeting prescribed service level agreement targets and standards
Level of Disclosure and Barring (DBS) disclosure required
1: Enhanced with child barred list checks
Author and Date
L Gaiger 18.03.2024

Job Review (for HR Completion)			
Status:	Approved	Date Approved:	28th March 2024

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Project Co-Ordinator



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Maths and English level 2 qualification	✓		Application form
Business administration or finance level 3 qualification		✓	Application form
Experience and knowledge			
2 years' experience of a projects support or administrative role	✓		Interview & application form
Experience in working with budgets	✓		Interview & application form
Knowledge and experience of FE provision	✓		Interview & application form
Knowledge of external funding agencies		✓	Interview & application form
Skills and abilities			
IT literate, excellent MS Office skills	✓		Application form and interview
Excellent customer experience skills	✓		Interview
Presentation skills		✓	Interview
Excellent communication skills across a variety of audiences		✓	Interview
Essential College attributes			

Criteria	Essential	Desirable	Assessed by
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Application form/ interview
Influencing skills: The ability to persuade others.	✓		Application form/ interview
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Application form/ interview
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Application form/ interview
Circumstances of role (if applicable)			
Ability to meet particular conditions of the role including unsocial hours or travelling between campuses	✓		Interview