



JOB DESCRIPTION

Job Title: Senior Project Coordinator

Reporting to: Operations Director

Direct Reports: None

Job Purpose:

Reporting to the Operations Director you will oversee all organisational projects with high quality, proactive and efficient administrative support. Working with the project teams you will maintain appropriate systems and processes to support the effective delivery of projects ensuring that they are all completed on time. The role requires the preparation of comprehensive action plans, including resources, timeframes and budgets for projects liaising with relevant team members to gather the information.

Within your role you will perform various coordinating tasks, such as scheduling and risk management, along with administrative duties, including maintaining project documentation. The role will include maintaining and building relationships with third parties connected to Allergy UK's projects, in line with the organisation's strategy, business and income objectives.

This role requires the ability to problem-solve and multitask as you will be required to coordinate multiple aspects of a range of projects in a fast-paced and challenging work environment and communicating all the issues and risks of the project to the Operations Director.

To succeed in this role, you should have excellent time management and communication skills, as you will collaborate with clients and internal teams to deliver results on deadlines.

Key Accountabilities:

1. To manage the coordination of all project relationships and commercial activities and contribute to ensuring that the business objectives and income targets are achieved.
2. Working with the Operations Director and the project lead to meet the project's timeline, plan and oversee the coordination of all aspects of a project's activities, to raise any budget queries with the project lead and ensure project groups complete the task for a successful project completion.
3. Coordinating project schedules, resources and information.
4. Ensure on time completion of all project task assignments while continuously identifying opportunities for process improvement.
5. Break projects into doable actions and set timeframes.
6. Act as the point of contact and communicate project status to all team members.
7. Coordinate the storage and flow of all documents per Allergy UK guidelines, policies and procedures, following the Project Management process.
8. Build and maintain new third-party relationships in line with business objectives which also support the aims of Allergy UK.
9. Liaising with project partners to identify and define project requirements, scope and objectives and act as a point of contact for project coordination.

This job description is non-exhaustive and is subject to regular review with the post holder and amended in line with the needs of the organisation.



- 10.** Report any new revenue opportunities identified through discussions with external parties to the Operations Director.
- 11.** To lead and work with relevant colleagues in the development of marketing and clinical collateral that supports the work of the team.
- 12.** Assign and monitor task progress and liaise with internal teams and assist with schedule management.
- 13.** Use tools to monitor projects.
- 14.** Coordinate all appropriate legal paperwork (e.g., contracts and terms of agreement) for signing by the Executive team.
- 15.** Create and maintain comprehensive project documentation, plans and reports.
- 16.** To engage with relevant stakeholders to ensure the successful delivery of strategic objectives.
- 17.** To contribute to managing relevant budgets, liaising with the Finance Business Manager and reporting to the Operations Director opportunities to maximise income and expenditure in line with forecast, identifying variances as necessary.
- 18.** Analyse risks and opportunities.
- 19.** Monitor project progress and handle any issues that arise.
- 20.** To ensure that the reputation of the charity is protected at all times.
- 21.** To Use Microsoft Project and project management methodologies for the co-ordination of projects.
- 22.** To provide peer support as needed across the relevant teams.

This job description is non-exhaustive and is subject to regular review with the post holder and amended in line with the needs of the organisation.



PERSON SPECIFICATION

Education and Qualifications: Essential

Project Management qualification
Minimum level 3 (A-Level) Qualifications

Desirable

Educated to Degree level or equivalent.

Experience: Essential

- At least 2 year's proven work experience as a Project Coordinator or similar role.
- Hands-on experience with project management tools (e.g. Basecamp or Trello).
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans.
- Solid organisational skills, including multitasking and time-management.
- Working with team members for the success of projects.
- Proven experience of MS Product Suite (Excel, Word, PowerPoint, and Outlook).
- Relationship Management experience, preferably in the Commercial and or/Not for Profit sector(s).
- Proven experience in business development and commercial income generation as well as managing budgets, forecasts and expenditure.
- Experience in creating, implementing and managing commercial plans and activities

Desirable

- Experience of third sector

Skills and Knowledge

- A competent, credible and effective communicator and negotiator.
- Ability to plan and manage activities to meet schedules and deadlines.
- Proven ability to project manage complex activities and events.
- Self-Starter.
- Team player.
- Excellent time management, organisational skills.
- Ability and desire to meet project, task, and/or assignment deadlines.
- Extreme focus on accuracy, attention to detail and consistency of work.
- Excellent communication (verbal and written) skills.

Behavioural Competencies

- Delivering results and meeting customer expectations
- Planning and Organising
- Working With People
- Writing and Reporting
- Following instructions and procedures
- Learning, Researching and analysing
- Self-motivation
- Attentive
- Time-management
- Outcome Focused.

This job description is non-exhaustive and is subject to regular review with the post holder and amended in line with the needs of the organisation.