

## **Job Description**

**Title:** Project Coordinator

**Contract:** Fixed term until end of September 2025

**Hours:** 28 per week

**Rank:** 6

## **Job Purpose**

Working with teams across the organisation to support them in developing projects that help us achieve our strategic goals in nature's recovery and community engagement.

Coordinating the approval, administration, financial claims, and internal reporting of these projects once in delivery.

## **Reporting Line**

The post holder reports to the Head of Finance

## **Line Management**

This post has no line reports

## **Key tasks**

### *Project Development*

1. Assisting project managers and teams across the organisation to;
  - a. develop creative projects which meet our goals, and which will appeal to potential funders
  - b. develop budgets for new projects
  - c. update financial projections for projects in development and projects in the pipeline.
2. Coordinating Project Approval Forms (PAFs) ahead of Project Board meetings

### *Project Delivery*

1. Developing and implementing effective monitoring systems, to include;
  - a. working with project teams to meet external claim and reporting deadlines
  - b. assisting project managers in monitoring the financial position of their live projects
  - c. keeping the Project Register up to date, flagging any risks or issues to project managers, Head of Finance and the Trusts & Grants Manager

2. Submitting all grant claims
3. Monitoring overhead recovery and contribution to core costs
4. Providing regular reports to Project Board and the Director on project progress, issues / risks, and budgets

*Key relationships (other than line manager)*

- Project Board – to work with Directors and other members of the Board to ensure well-coordinated bid management aligned to strategy
- Project Managers and Project Teams – you will work with project teams across the organisation to ensure coordination of projects in delivery
- Fundraising Teams (and particularly Trusts & Grants team) – you will work across the fundraising income streams to gain an appreciation of project funding opportunities.

**Person Specification**

- Proven ability to coordinate complicated projects and meet deadlines
- Budget setting skills
- Proven ability to coach, develop and maintain effective working relationships during the project management process
- Highly proficient in the use of Microsoft Office, project management and reporting tools
- A willing and eager team player with a flexible approach to work.
- Ability and willingness to demonstrate our organisational values.

## **Measurements of Success**

- Well managed, coordinated projects in delivery with an effective monitoring system in operation
- All grant claims submitted on time and payments received
- Accurate budget information for projects in development and delivery