



Job Description

Job Title:	Project Coordinator
Reporting to:	Head of Programmes EMPAC
Location:	Swansea/Cardiff based

Job Purpose:

To provide comprehensive support to ensure the effective delivery of products and programmes, to include input into the development and maintenance of project plans and information systems, managing meetings with appropriate papers, co-ordinating regular updates, financial tracking, and tracking progress against project KPIs.

To provide support into the development of products, including relevant research, scoping, and proposals for opportunities.

Main duties and responsibilities:

Programme/Product Development Support

- To support in scoping possible projects and agree action plan with line manager
- To provide programme design support
- To work with your line manager to ensure programme schedules are suitable for the region based on local intricacies
- To provide support and input into product development discussions and possible market opportunities

Project Coordinating

- To provide project support to all programmes, to include, Cyber Academies, Foundations, CyberStart and SANS.edu
- To coordinate the successful setup and running of relevant programmes and pilots, including licencing, courses, collateral, webcasts, partners, communications, and internal/external stakeholders
- To organise all project-related paperwork
- To build and/or maintain an appropriate information system, with versioning control, for relevant programmes
- To support in the implementation of new projects
- To track all programme spending associated with your activity
- To ensure tasks being undertaken are in line with programme goals
- To ensure that any risks identified are reported correctly
- To ensure any lessons learned are logged and reported correctly
- To provide regular reporting into your line manager at agreed intervals
- To demonstrate impact of the any programme by collating case studies and statistics

Other Responsibilities

- To provide additional support where needed, if asked to do so by your line manager
- To assist in any wider industry engagement activity as part of a programme, if necessary
- To manage relevant external event staff and ensure their duties are fulfilled correctly



PERSON SPECIFICATION

Requirements:

- Educated to degree level or equivalent vocational qualification or experience;
- Minimum 2 years' experience working on projects;
- Experience in successful relationship management - ability to engage confidently and sensitively;
- Flexible approach to duties and hours;
- Strong organisation skills to ensure that all tasks are completed to the appropriate deadline;
- Excellent communication skills, both written and verbal as well as good presentation skills;
- Strong interpersonal skills;
- Enthusiastic, organised, and disciplined, with a positive 'can do' attitude and a willingness to go the extra mile when needed;
- An articulate and confident communicator who is influential, and effective in presenting
- A pro-active forward-thinking team player;
- Excellent attention to detail;
- Highly motivated, competitive and goal-orientated;
- Able to work in high pressure situations and deadline driven;
- PC literate with good MS Office skills;
- Committed to exceeding targets and delivery quality of excellence.

Travel is a requirement within this role.