Job Description

Job Title: Programme Project Coordinator

Reporting to: Head of Programmes

Location: Swansea, UK (Hybrid)

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 and CyberStart.
- To coordinate the successful setup and running of relevant programmes and pilots, including licensing, 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 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:
- 2 years’ experience working within a project environment.
- Educated to degree level, or equivalent vocational qualification/experience.
- Experience in successful relationship management.
- Strong interpersonal skills.
- Excellent communication skills, both written and verbal.

To apply, please send an expression of interest and your CV to emea_hr@sans.org.