

Job Description

Job title:	Project Coordinator – Early Years
Group:	Education Services Group
Dept/Project/Service:	UK Contracts
Reports to:	Project Manager – Early Years
Responsible for:	N/a
Usual office base:	Reading
Grade:	7

Job purpose:

To provide project management coordination and support for the Early Years programme. The role will require liaison with a wide range of stakeholders and the role holder will be required to manage the day-to-day delivery of the project in the absence of the Project Manager.

Job objectives:

1. Coordinate the day-to-day running of the project, reporting directly to the client and the Project Manager as appropriate.
2. Manage training and event logistics to support the delivery of the project, with support from the Project Administrator.
3. Manage the collection and review of all project monitoring data to track project progress and identify delivery issues, collaborating with internal colleagues as appropriate.
4. Collate and analyse monthly project monitoring data to produce draft client project reports for review by the Project Manager.
5. Coordinate the development and production of materials, including design, printing, delivery logistics and the management of updated materials.
6. Manage the day-to-day running of any project websites and web resources.
7. Act as the first point contact for the project and maintain excellent relationships with all stakeholders through clear, effective and timely communications.
8. Implement and maintain agreed project management processes and administrative systems to ensure projects run efficiently and information is up to date and readily available.

9. Undertake diary management and organise project meetings, attending as appropriate to take minutes, log actions etc.
10. Support the research, sourcing and collation of data relating to projects.
11. Collate and quality assure all documentation prepared by the project team, to ensure reporting is undertaken in a timely manner and meets the requirements of the client and internal processes.
12. Assist the Project Manager in the development of project plans and milestone charts and liaise with the project team to ensure progress against deliverables and highlight any issues to the Project Manager.
13. Assist the Project Manager in the identification of risk and issues; updating and maintaining project AIRAD (Action, Issue, Risk and Decision) logs and other documentation as required by the Project Manager.
14. Track and maintain assigned project budgets, preparing monthly reports for the Project Manager, escalating any issues in a timely and effective manner. Raise Purchase Orders and receipt goods as appropriate.
15. Undertake any other duties and support to the team as directed by the Project Manager.

Scope:

This is national programme for a government client. The programme will support early years practitioners in improving outcomes in language, literacy and numeracy for the most disadvantaged children in their settings.

A limited amount of UK travel and some overnight stays may be required. The above job description is intended to provide a broad outline of principal duties and responsibilities and will be the subject of periodic review. The job holder may, from time to time, be asked to undertake other reasonable duties.

Person specification:

Knowledge

Essential:

- A good knowledge and understanding of project management tools and techniques

Desirable:

- Prince2 trained at Foundation Level

Experience

Essential:

- Proven successful experience in a project coordination role, including preparation of project plans, risk and issues logs and management of project action plans
- Evidence of having operated in a pressurised environment
- Experience of working on multiple projects and tasks
- Evidence of monitoring work to ensure its quality and acting to correct problems as they arise

Skills

Essential:

- Ability to manage and analyst project data
- Ability to use initiative, demonstrating commitment and flexibility
- Very strong stakeholder liaison and interpersonal skills with the ability to work collaboratively in cross-functional teams at every level across the organisation and with a wide range of external stakeholders
- Good data management and analyse skills
- Ability to prioritise workload and work to deadlines
- Self-starter with the ability to work unsupervised
- Well-developed written communication skills
- Good team worker
- Excellent IT skills – accurate word processing and expertise in using MS Office applications, including MS PowerPoint
- Excellent planning and organisational skills
- Concern for detail to ensure the accuracy of information
- Completer / finisher

Competency Band: 4

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Delivering excellent service	Creating and innovating
Integrity - Supporting and Building Trust	Following through responsibilities	Communicating with impact and empathy
Accountability - Delivering and Improving	Continually improving	Developing self and others
Collaboration - Engaging and Partnering	Influencing and negotiating	Engaging other to achieve goals

Job Family: Project Management

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.