

Job Title:	Project Coordinator – 12 Month Fixed Term
Rate:	£28K - £30K
Responsible to:	Head of IT
Main Location:	Main Location STOC Central Office with travel to other sites
Working Pattern:	All Year Round, 37 Hours per week
Purpose of Job:	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Develop project plans, timelines, and milestones in collaboration with internal teams and vendors. • Coordinate and facilitate project meetings, ensuring clear communication and collaboration among all stakeholders. • Monitor project progress and identify and address potential issues to ensure timely completion.

Project Coordinator

This is an exciting opportunity to join the trust as it enters a period of significant growth. The successful candidate will:

- Take the lead on key onboarding projects as schools join the trust.
- Take responsibility for managing multiple in-flight projects with key vendors, partners and internal customers, defining requirements, deliverables, and expectations.
- Coordinate and facilitate project meetings, ensuring clear communication and collaboration among all stakeholders.
- Monitor project progress and identify and address potential issues to ensure timely completion.
- Provide administrative support to the project team as needed.

Key skills / Experience:

- Experience managing multiple projects across multiple disciplines (technical / operational / HR / Facilities...)
- Good knowledge of project management techniques and artifacts such as Project plans, Gantt charts, RAID logs, Risk registers.
- Experience with different project management methodologies including PRINCE2, Waterfall, Agile, Scrum, Lean.

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Purpose of Job:

We are seeking a dynamic and organised Project Coordinator to join our team and play a key role in managing communication and projects between the trust and our vendors and partners. The successful candidate will collaborate closely with internal teams, vendors, and stakeholders to ensure the successful planning and execution of various projects that contribute to the growth and success of our academy trust.

The successful candidate will have the following key responsibilities:

1. Project Planning and Coordination:

- Develop project plans, timelines, and milestones in collaboration with internal teams and vendors.
- Coordinate and facilitate project meetings, ensuring clear communication and collaboration among all stakeholders.
- Monitor project progress and identify and address potential issues to ensure timely completion.

2. Communication Management:

- Serve as the primary point of contact for communication between the trust and our vendors / partners.
- Foster positive and effective relationships with vendors and partners, ensuring clear and timely communication.
- Keep all stakeholders informed about project status, updates, and any changes.

3. Vendor Management:

- Work closely with vendors to define project requirements, deliverables, and expectations.
- Ensure vendors adhere to agreed-upon timelines and quality standards.
- Evaluate vendor performance and provide feedback for continuous improvement.

4. Documentation and Reporting:

- Maintain comprehensive project documentation, including project plans, meeting minutes, and relevant correspondence.
- Prepare regular reports on project status, milestones achieved, and upcoming tasks for leadership and stakeholders.
- Provide administrative support to the project team as needed.

5. Risk Management:

- Identify potential risks and challenges in project execution and work proactively to mitigate them.
- Escalate issues to appropriate stakeholders and contribute to the development of solutions.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of and comply with all School and Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Committed, passionate, dynamic, and supportive.
- Innovative and high performing.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

It is the practice of this Trust to periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.



Person Specification

		Essential / desirable	Evidence
Qualifications	Certified Associate in Project Management (CAPM)	D	A/I
Knowledge, Skills & Experience:	Proven experience as a Project Coordinator or similar role	E	A/I
	Proven knowledge of common project management Methodologies.	E	A/I
	Experience using project management toolsets such as MS Project, Planner, Excel, Trello, Asana, Jira.	D	A/I
	Experience creating and working with PMO artifacts including Planners, Gantt charts, risk registers, RAID logs.	E	A/I
Personal characteristics	Strong organisational and multitasking skills with meticulous attention to detail.	E	A/I
	Excellent communication and interpersonal skills.	E	A/I
	Ability to work collaboratively in a fast-paced environment.	E	A/I
Equal opportunities	To be sensitive to any matters relating to discrimination and take positive steps to ensure that equality of opportunity is provided to all.	E	A/I

Key

E Essential **R** References **I** Interview **C** Certificate **D** Desirable **A** Application