

JOB DESCRIPTION

POST TITLE: WEST OF ENGLAND INSTITUTE OF TECHNOLOGY – PROJECTS COORDINATOR
POST NO: WREQ3855
GRADE: MANAGEMENT SPINE

JOB PURPOSE

The West of England Institute of Technology (WEIoT) is part of the national network of IoT's across England and is one of the Department for Education's flagship programmes for technical education. Working with the WEIoT Director and team, you will focus on the successful implementation of the plan for development of the WEIoT and its associated projects. The post holder will be highly organised, pro-active and customer focused, able to support the coordination of the wider partnership to meet WEIoT objectives and funding requirements.

KEY RESPONSIBILITIES

- Supporting the West of England IoT Director and team to successfully deliver a variety of projects across the IoT Partnership which contribute to the profile and objectives of the IoT and its Partnership members.
- Working with managers across Weston College and wider IOT partnership to support the smooth implementation of new contracts and projects.
- Ensuring an excellent customer journey for the client – employer/ funder/ partner/ stakeholder by being a responsive, prompt, and helpful point of contact.
- Acting as the operational contact within the IoT during implementation, co-ordinating the flow of information across the IoT Partnership and across Weston College and from external partners as necessary.
- With support from the WEIoT Director and team, develop clear project plans to deliver financial and quality objectives in a timely manner.
- Coordinate the activities of contributors to the project effectively and monitor their progress, making the IoT Director aware at an early stage of any slippage or emerging risks. Support contributors to effectively meet their required actions in a timely manner.
- Supporting the reporting of the performance of the IoT to the Department for Education, and the West of England Combined Authority and other strategic stakeholders as required.
- Working with IoT Marketing and Comms group contribute to the development of PR/ marketing campaigns and coordinate activity.

JOB DESCRIPTION

- Contribute to the organisation of WEIoT Working Groups and Project Groups, designing agendas, contributing to the meetings and following up actions as required with attendees.
- Supporting the IoT Director to identify innovative solutions to generate further income revenues to the IoT Partnership.
- Represent the WEIoT Director at meetings or events as required.
- Develop reporting systems to meet project objectives and funding requirements.
- Produce interim and final reports and presentations for funders, project partners and the IoT Partnership Board.
- Any other duties to support the WEIoT and Weston College as commensurate with the level of the post.
- A highly motivated individual with drive and determination, able to work effectively as part of a team and in collaboration across organisations.

GENERIC DUTIES

In addition to the requirements of the post above, all members of the staff are required:

- Updating the CRM and other systems as required regularly.
- Representing the IoT / College at external events/ meetings.
- Monitor performance against targets.
- Ensuring IoT and college administrative procedures are carried out.
- Ensuring college policies and procedures are adhered to.
- Providing reports, data and other information as required.
- Other duties as may be required by the Principal to reflect changes and developments commensurate with the grade of the post.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.



JOB DESCRIPTION

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

EQUALITY AND DIVERSITY

The College is committed to equality and diversity for all members of society. The College will take action to discharge this responsibility but many of the actions will rely on individual staff members at Weston College embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an inclusive approach that celebrates differences.

SUPERVISORY RESPONSIBILITY

No direct line reports initially.

SUPERVISION RECEIVED

The post-holder will report to the Director of the West of England IoT, and work under the overall supervision of the Deputy Principal - Business Engagement and Growth.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine, G - A: £28,704.00 to £34,971.00 per annum.

HOURS

Hours of attendance: Full-time, 37 hours per week.

For exceptional candidates, applicants for 80% FTE would be considered with a pro rata salary and leave entitlement.

There is an expectation that on occasion the post holder will be required to represent the college at events/meetings outside core hours.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Highly organised approach to managing multiple projects/tasks.	✓	
Experience of thriving in a fast-paced environment – able to multi-task and prioritise effectively.	✓	
Experience of supporting and working with senior managers in an organisation.	✓	
Track record of recognising ways to continually improve working practice (ie; processes, approaches with customers etc).	✓	
Ability to work under pressure to meet externally set deadlines.	✓	
Experience of managing own workload and working independently.	✓	
Track record of recognising potential risks to project success and using own initiative to problem solve.	✓	
Strong administrative track record – including experience of designing and implementing administrative processes.	✓	
Excellent MS Office skills – daily application of Word, Excel, Outlook, Powerpoint.	✓	
Track record of designing and implementing project plans.	✓	
Able to work effectively in a team – coordinating input from people across a large organisation and from external partners.	✓	
Commercial awareness.	✓	
A clear communication style both speaking and written.	✓	
A track record of learning and adapting quickly.	✓	
Setting and achieving high standards for self and others.	✓	