

Job Description and Role Profile

Job Title: Project Co-ordinator (Liverpool 5G)

Responsible to: Project Manager

Responsible for: N/A

Hours: 4-5 days per week, flexible working.

Contract length: To project end, 31/3/2022

Salary/rate: Freelance, £150-£200 per day dependent on experience

Location: Liverpool based with some travel required.

Main Purpose of Job:

To proactively support the Project Management Team with the organisation and control of project activities and provide administration support to the *Liverpool 5G Create: Connecting Health and Social Care* project, under the direction of the Project Manager.

Key Responsibilities/Duties:

- Liaising with project partners to ensure high quality, co-ordinated project reporting.
- Coordination of meetings, resources, equipment and information.
- Communicating project risks, opportunities and the current position of the project.
- Contribute towards project contingency planning activities.
- Providing administrative support to the project manager and leadership team.
- Maintaining the online project document registry to ensure standardisation and version control.
- Leading the organisation of project related events.
- Supporting the production of regular update reports and presentations.
- Supporting the Project Manager, Project Director and Benefits Realisation Manager with project related activities.
- To be the initial point of contact for the Project Management Team office.
- To follow Equality and Diversity, Data Protection and other relevant procedures
- Any other duties, as required

Knowledge, Skills and Experience

Essential:

- Ability to work with a wide range of partner organisations
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team
- Strong multi-tasking and organisational skills
- Good understanding of Data Protection, GDPR and data handling procedures
- Experienced in the use of Word, Excel and Powerpoint
- Confident in managing online shared drives and arranging online meetings
- Experience of working with public sector organisations
- Experience of working on grant funded projects

Desirable:

- Understanding of Health and Social Care Systems