

Job Description

Job Title	Programme Coordinator
Reporting to	Programme/Project Managers
Responsible for	To assist the team with all elements of the projects' delivery
Purpose	As part of Newable Programmes, the Programme Coordinator will support the Programme/Project Managers and rest of the team to ensure the successful delivery of Newable Programmes

Key Responsibilities	Specific Tasks	Business Objective
Programme Management Coordination	<ul style="list-style-type: none"> Monitor outputs / outcomes to achieve targets and reporting to Programme/Project Managers Maintain up-to date accurate documentation and manage project databases, ensuring accurate records of all relevant information are kept Monitor and review forms to ensure that records are collected following eligibility criteria Taking minutes for meetings and preparing agendas Support in preparing and compiling claims to funders Supporting with the administration of the procurement processes To act as a support person to the team Undertake other administrative tasks as requested 	<p>To ensure that targets are hit on schedule</p> <p>To ensure the claims are submitted on time and meet funders' expectations and eligibility</p> <p>To ensure that projects conform to the ISO standard</p> <p>To ensure that procurement meets the ISO regulations</p> <p>Efficient and effective administrative support</p>
Communication support	<p>Distribution to team members of guideline updates, updates on delivery requirements and publicity with regards to the delivery of activities</p> <p>Gathering information from team members to compile MI and claims reports</p> <p>Communication with stakeholders and funders when required</p> <p>Deal with enquiries from team members and stakeholders</p>	Communicate effectively with team members and stakeholders

Budget Coordination	<p>Coordinate project budgets and expenditures, including actuals and forecast</p> <p>Maintain filed evidence of timesheets for the team (when required)</p> <p>Monitor the compliance of expenditure</p> <p>Monitor procurement to ensure it is eligible</p>	
Audits Coordination	Support the Programme/Project Managers in compiling correct evidence to answer audits' queries.	To successfully pass audits.

Candidate Profile

Element	Essential	Desirable
Skills	<p>Good organisational skills, including the ability to prioritise and organise tasks and work to deadlines</p> <p>Attention to detail and accurate data entry skills</p> <p>The ability to develop effective filing and data management systems to support our reporting requirements</p> <p>The ability to work collaboratively within a team</p> <p>Good interpersonal skills</p> <p>Good Microsoft word, Excel and Outlook skills</p>	
Qualities	<p>Positive attitude</p> <p>Quick thinker</p> <p>Self-motivated and confident</p> <p>Reliable and flexible</p> <p>Ability to interact with a wide variety of people at different levels</p> <p>Ability to work on their own initiative</p>	
Knowledge and Experience	<p>Experience of working in an office</p> <p>Knowledge of filing systems, database input, mail merging, etc</p>	
Qualifications	No specific qualifications (personal qualities are more important)	

Conditions and Remuneration

Starting salary	Competitive Salary
Benefits	Newable Benefits Package
Hours	9.30am – 5.30pm
Location	Newable Office, 6 th Floor, 140 Aldersgate Street, EC1A 4HY Funder's premises to be confirmed
Holidays	25 days per annum

Newable is committed to equal opportunities for all, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other protected grounds. Disabled people who meet all of the essential criteria will be invited to interview.

