

# PROJECT CO-ORDINATOR (ATLANTIC YOUTH CREATIVE HUBS)

Role Profile



<b>Title</b>	Project Co-ordinator (Atlantic Youth Creative Hubs)	
<b>Grade</b>	GRADE E	
<b>Reference:</b>	N759	
<b>Reports to:</b>	Youth Advisor (Community Connections)	
<b>Work style Definition</b>	Office based hot–desk/touch down worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	<p>This job will assist in the coordination and delivery of projects within the Atlantic Youth Creative Hub (AYCH) programme, by undertaking a range of work that aids the smooth running of the programme such as: project and programme monitoring, finance management and budget monitoring, stakeholder engagement, communications, and meeting management.</p> <p><b><i>This project is co-financed by the European Regional development fund through the Interreg Atlantic Area Fund.</i></b></p>	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>▪ Budget responsibility accounting for monitoring the project budget of 311,872 euros (10%)</li> <li>▪ Prepare monitoring reports for management and sub committees on key performance indicators, outputs and targets as set out within the AYCH project (15%)</li> <li>▪ Data management including financial and performance data (10%)</li> <li>▪ Procurement, administration, and contract management support relating to project (20%)</li> <li>▪ Communicate with various partners including delivery partners, local partners such as local industries business, other stakeholders and European members in the AYCH partnership (20%)</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>▪ Successful management of programme compliance</li> <li>▪ Timeliness of claims submitted</li> <li>▪ Timeliness of paperwork and reports prepared</li> <li>▪ Social Media presence</li> </ul>

	<ul style="list-style-type: none"> <li>▪ General administration support regarding the delivery of the project (25%)</li> </ul>	
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Support the overall management of the Project e.g. through collecting and reporting information on targets and outputs and preparing reports to internal and external audiences (15%)</li> <li>▪ Be responsible for the administration of the project, e.g. checking progress with delivery partners, working to supply first level controller with claims, reports and paperwork in a compliant way and on time. (15%)</li> <li>▪ Support the preparation of audit and compliance paperwork and reports (10%)</li> <li>▪ Analyse and prepare monitoring, communication and briefing reports which detail and report on progress in terms of programme, finances, delivery, issues and other project related matters. Care accuracy, confidentiality, and security of the information must be ensured at all times. (15%)</li> <li>▪ Compliance with systems created by the lead partner. (10%)</li> <li>▪ Assist where appropriate with procurement, monitoring and management of contracts and ensure compliance with regulations (10%)</li> <li>▪ To promote the project on social media and online, e.g. through twitter, Facebook, LinkedIn and web site content to include the international centralised communication of the AYCH project (5%)</li> <li>▪ Act as link between the programme team, stakeholders, experts, employees and public within other council departments, manage, coordinate and disseminate accurate and timely information, acting with discretion. (15%)</li> <li>▪ Maintain and update AYCH project website and social media and create other communication channels for stakeholders and the public (5%)</li> <li>▪ Carry out other duties appropriate to the grade of the post</li> </ul>	
<b>Essential qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Competent user of Microsoft office</li> <li>▪ Knowledge of project management principles, methodologies and processes</li> <li>▪ 5 GCSE (Grade A-C/9-4) or equivalent including English and Maths to demonstrate a standard of literacy and numeracy commensurate with the role</li> </ul>	
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ A degree in a related field</li> <li>▪ Knowledge of updating information for youth teams website</li> </ul>	
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with higher levels of management</li> <li>▪ Programme administration and coordination experience</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Working in complex multi-agency /partnership settings and prepared to travel abroad to partnership meetings.</li> <li>▪ Evidence of working on own initiative and responding independently to unexpected problems</li> <li>▪ Interpreting complex datasets and information</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with European Regional Development Funded projects</li> <li>▪ Working with politicians</li> <li>▪ Working with social media</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ High level of interpersonal and communication skills are needed in order to exchange complex information with a range of audiences such as senior officers, project stakeholders and external organisations</li> <li>▪ Negotiation and persuasive skills to be able to influence others in particular course of action e.g. securing best price for the procurement of experts etc.</li> <li>▪ Problem solving skills to understand and resolve more complex issues and identify evaluation strategies</li> <li>▪ Good communication and report writing skills</li> <li>▪ Problem solving to identify solutions to problems posed e.g. facing conflicting timescales may require a change of action within project plan</li> <li>▪ Keyboard skills are required to produce clear project documents, reports to use email for communication and to maintain and update the projects website</li> <li>▪ Planning and organisational skills to support meetings and events</li> <li>▪ Budget management and monitoring skills</li> <li>▪ Time management skills to work to deadlines and achieve individual objectives.</li> </ul>
<p><b>Corporate standards</b></p> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council’s constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council’s Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	