



JOB DESCRIPTION - PROGRAMME COORDINATOR

Job Title: Programme Coordinator

Department: Campaigns

Location: This position can be filled remotely.

Job Purpose:

As the Programme Coordinator, you will work within the Campaigns Team and ensure the smooth delivery of Inclusive Campaigns activities. You will co-manage projects alongside our Campaign Manager and take responsibility for the design and delivery of specific campaigns such as our Executive Leadership Programmes and Women in Leadership Conference series.

The postholder will take a role in coordinating the wider campaigns team, working closely with internal and external stakeholders.

Role and Responsibilities:

Project Delivery

1. Leading on the development of programmes such as Women in Leadership events and Executive Leadership Programmes.
2. Programme delivery of the above.
3. Engage with external suppliers such as events companies.
4. Promotion of programmes through email marketing, phone calls, social media.
5. Ad hoc support on wider Campaigns initiatives.
6. Ensure key deadlines in project timelines are met.

Corporate Responsibilities

- a) Assisting with the delivery of business and corporate plans for your area;
- b) Supporting continuous improvement in your own areas of responsibility;
- c) Taking a proactive approach to risk management, ensuring any risks and issues identified are addressed and reported and, where appropriate, escalated;
- d) Ensuring value for money and quality outcomes are achieved in all activities;
- e) Being fully aware of and compliant with Inclusive Boards' policies and procedures relevant to your own area of responsibilities and to corporate policies and procedures including the Staff Handbook, GDPR & Privacy Policies;
- f) To use PeopleHR to maintain attendance and other company records including appraisals and personal development documents;
- g) Performing any other reasonable duties as directed by line management. This list should not be regarded as exhaustive and the post holder will be expected to deliver other duties relevant and appropriate to this post.

PERSON SPECIFICATION

Skills/competences:

Essential

- Project planning and management
- Competent with Google Workspace
- Excellent written and oral communication skills, and the ability to communicate clearly and effectively and appropriately to various audiences.
- Methodical and high levels of accuracy and attention to detail.
- Calm and professional manner, can use your own initiative.
- Tact and discretion for dealing with confidential information.
- High levels of integrity, resilient and flexible.
- Ability to build effective working relationships with internal and external stakeholders.
- Strong organizational skills, proactive and able to think ahead, quick learner.
- Collaborative worker and team player.

Desired

- Ability to research and find information for the company.
- Logical thinker, problem solver and analytical skills.

Knowledge:

Essential:

- Knowledge of the life-cycle of a project, from development to delivery.

Desired:

- Knowledge and understanding of equality and diversity practices.
- Familiarity with WordPress.

Previous Experience:

Essential:

- Project management experience.
- Working within multidisciplinary projects / teams.
- Experience of dealing with enquiries using a range of communication methods e.g. emails, telephone, structured letters.

Desired:

- Experience of dealing with confidential information.
- Experience of working on multi-strand projects.
- Experience of working within events planning.

Special Attributes:

Exceptional multi-tasker, flexible and adaptable.

Additional

You may be required to evidence the essential criteria in your application, and if successful, at an interview. Additionally, you may also be required to complete online tests, exercises, scenarios and/or psychometric testing. Details of this will be provided if you are successfully shortlisted for an interview.

If you wish to apply please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A covering letter (maximum two sides) highlighting your suitability for the role and how you meet the person specification. **Please note that the covering letter is an important part of your application and will be assessed as part of your full application.**

Please send the above requested information with the subject line "Programme Co-Ordinator" to

appointments@inclusiveboards.co.uk no later than 23:59 on Wednesday 20th January 2021. Please note that we will be assessing applications on a rolling basis and the position may be filled prior to the closing date at which point this advert will be removed.

Should you chose to apply, as part of Inclusive Boards' continuing efforts to promote diversity, please fill out our [DIVERSITY MONITORING FORM](#).

If you would like to discuss this role informally before applying you can contact Katie on 07921 474 967 or email Katie.p@inclusiveboards.co.uk. A full job description and person specification can be downloaded **here**.