

SENIOR PROJECTS COORDINATOR

Vinovium House, Bishop Auckland
Property Department
37.5 hours per week, Monday-Friday
£30,000- £35,000
Fixed Term, 24 Months

Job Purpose

The Auckland Project is looking for an experienced Senior Project Coordinator to join its team to assist with driving forward a departmental programme of work within the Projects Department. The Senior Project Coordinator will be pivotal in assisting the Head of Projects deliver their scheme of work.

Work will involve supporting the Head of Projects in their day to day activities, including but not limited to:

- Attending meetings
- Ensuring meeting actions are carried out, and assigning and chasing actions throughout the wider Project Team
- Creating and distributing documentation
- Maintaining documentation folders

They will liaise with the Project Team on a daily basis to obtain information that the TAP Client Team requires. They will distribute and ensure that the relevant Client Team members receive this information.

The Senior Project Coordinator will play a key part in bringing teams together in order to plan work streams, and with the Head of Projects, ensure that an overall master programme is created. This will include construction projects, fit out projects, mobilisation of the attraction and post completion works.

An integral part of the role will include preparing items for discussion within Client Team Meetings that will drive the programme, and ensure that each teams' needs are met.

As part of the Project Team within the wider Property Department, the Project Coordinator will report to the Head of Projects and work with TAP's Project Manager Consultants to deliver the project requirements for TAP.

Key deliverables and accountabilities

- Assisting the Head of Projects with day to day activities.

- Arranging and attending meetings, so the overall project objectives can be discussed and achieved.
 - Collating meeting actions and checking these actions have been completed by the assigned person responsible.
 - Working closely with the Project Team to ensure accurate project information is obtained and distributed.
 - Establishing and maintaining the project office systems and processes.
 - Creating and managing document repositories and databases.
 - Producing and amending project maps
 - Creating and maintaining version control systems.
 - Providing administration support for the team
 - Assisting in the creation of Mobilisation spreadsheets and programmes.
 - Supporting with any budgetary items as necessary, including management of budgets and creating purchase orders.
 - Preparation of project updates for the TAP Leadership Team
 - Coordination of the Client Team Meetings (CTMs), including but not limited to:
 - a. Setting the agendas
 - b. Preparation of meeting papers
 - c. Updating the Task Tracker
 - d. Producing meeting minutes
 - Coordination of the Project Board Meetings, including but not limited to:
 - e. Setting the agendas
 - f. Preparation of meeting papers
 - g. Producing meeting minutes
 - Develop friendly, positive and supportive relationships with external and internal customers, and provide them with an excellent service.
 - Comply with the TAP H&S, internet security and HR policies and procedures.
 - Carry out any other duties that may be reasonably requested by your line manager.
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Closing date: 18th July 2018

In line with the General Data Protection Regulation your application will be stored for 3 months' after the vacancy has closed and then shall will be safely destroyed. By submitting an application, you are consenting to our privacy notice of which full details can be found at <https://www.aucklandproject.org/privacy>. If you need any further information, please contact Robert Wicks on 01388 743750.

EQUAL OPPORTUNITIES

The Auckland Project is an equal opportunity employer regardless of race, colour, religion, creed, sex, marital status, national origin, disability, age, sexual orientation, political affiliation or belief. Employment decisions are made without consideration of these or any other factors that employers are prohibited by law from considering. Any discriminatory action can be a cause for disciplinary action.

The Auckland Project also prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request.

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, please contact us by email or by calling 01388 743750.