
Project Coordinator

Place of work: Remote, due to Covid-19

Hours of work: 8.30 to 17.00

Contract: Full-time, fixed term until 31 March 2021

Salary: £25,500 p.a.

We are looking for a Project Coordinator to work with us until March 2021.

The English Hub Training Centre is run by Ruth Miskin Training on behalf of the Department for Education. We train literacy specialists to support schools in disadvantaged areas in the UK.

To apply for this role email admin@englishhubstc.com with a CV and covering letter by 12pm on 1st November 2020.

We value diversity and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We welcome applications from people of all backgrounds and cultures.

Responsibilities

- Report to the Project Manager
- Act as the first point of support for schools
- Organise online training using Zoom and Eventbrite and record attendance
- Keep content and data on the online portal up to date
- Format and create documents, spreadsheets and templates using Microsoft Word and Excel
- Send out surveys and evaluations, summarise and feedback to stakeholders
- Liaise with trainers and organise diary dates
- Liaise with the Department for Education (DfE) on data collection and assurance
- Liaise with internal and external stakeholders
- Carry out general administrative tasks to support team members across the organisation

Skills and qualities

The successful candidate will have:

- At least one year's experience in an administrative role
- Confident and professional communication in a 'front-facing' role
- The ability to write clearly and succinctly
- The ability to work independently with speed and accuracy
- Good organisational skills, meeting deadlines and prioritising tasks
- A positive, solution-based approach
- Proficient IT skills with: MS Suite; Eventbrite, Zoom, Outlook and Microsoft Teams
- Basic data analysis skills using MS Excel

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The project coordinator will be expected to comply with any reasonable request from the Manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the Project Manager and Project Coordinator.