



# Role Profile

<b>Job title:</b>	Funding Project Co-ordinator	<b>Job Family:</b>	Individual Contributor
<b>Grade:</b>	G	<b>Reports to:</b>	Assistant Funding Manager
<b>Location:</b>	Bircham	<b>Team:</b>	Funding Team

## **Role Purpose: why the role exists and its overall contribution to the organisation**

To provide dedicated support to the Funding Management team for the effective planning, implementation, delivery into business as usual, and review of a range of special projects relating to Flexible & Structured and the Skills & Training funds.

## **Role Accountabilities: main areas for achieving delivery and results**

- Support the Funding Management team in the co-ordination and delivery of relevant Funding team project work.
- Research, analyse data and collate information for use in designated projects, as required.
- Co-ordinate project plans by liaising with work stream leaders to help ensure projects remains on track.
- Assist with the development of funding content and processes I, as they are developed.
- Build good working relationships with project resources across CITB to encourage co-operation in achieving the objectives of designated projects
- Build and maintain a good level of understanding of stakeholders and partnership relationships.
- Maintain all project documentation including project plans, risks/issues/dependencies logs and communication/stakeholder plans. This will include setting up, organising, and ensuring correct storage of documentation, and the updating and distribution of papers and other documents as required.
- Act as the point of contact for the project team relating to funding, supporting them through the co-ordination of required resources and information.
- Deliver an agreed escalation procedure for identifying and handling issues with all project stakeholders.
- Pro-active highlighting of issues as they arise to the project manager, reporting on progress and communicating progress/results to all stakeholders.



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- Co-ordinate any outsourced activity that may be required, in line with our procurement procedures and best practice.
- Coordinate roles and responsibilities with internal project teams to ensure they are clear and maintained.
- Deliver agreed management reporting, reviewing performance against projects deliverables, liaising with work stream/project managers to ensure milestones are met, highlighting and reporting risks and issues to the overall project manager.
- Contribute to the business planning process through input to the development of business cases and plans for designated projects, and carrying out post project reviews.
- Provide appropriate general administrative and office support.

## **People Leadership / Team Leadership – where the role has direct or matrix reports.**

- Co-ordinate and the support the plans/activity of projects relating to F&S and S&T funds
- Co-ordinate effective relationships with relevant internal and external stakeholders
- Engage with internal (and external) work stream leaders to co-ordinate delivery of project outcomes, and project evaluations

## **Decision Making and Business Impact**

- The role reports to the Evaluation Manager
- Work closely with the Funding Management team to develop and maintain links with internal and external stakeholders
- Co-ordinating the Delivery of project outcomes on time
- Be proactive in updating the Funding Management team on a various funding project streams
- Collaborate across CITB teams to help ensure projects deliver the required benefits
- Make decisions in order to meet project expectations and to meet required support levels of the project team
- Promote suggestions for improved working practices
- Make decisions about work priorities
- Ability to provide solutions in line with project objectives
- Ability to provide a flexible and suitable approach to project co-ordination

## Knowledge, Skills, Qualifications and Experience:

### Essential

- Good standard of general education
- Excellent written and verbal communication skills
- Proven ability to gather and collate information and present content in an easy to understand format
- Experience of co-ordinating a supporting projects
- Good working knowledge of Microsoft Office packages
- Effective relationship builder
- Solution orientated and able to work with limited supervision
- Not afraid to ask for clarification on complex issues – in order to achieve desired end result
- Well organised and able to set and manage priorities with minimum supervision
- Ability to work and manage time under pressure
- Good attention to detail

### Desirable

- Degree level qualification or equivalent
- Experience of working across organisations with different cultures, and proposing, agreeing and implementing common approaches
- Experience of performance reporting and continuous improvement
- Knowledge of skills and training issues in the construction industry
- Knowledge of the wider learning and skills environment
- Influencing skills

## Key Behavioural Competencies

- Works collaboratively (Level 2)
- Drives for Results (Level 1)
- Innovation, change and agility (Level 1)
- Effective Decision making (Level 1)
- Communicating with impact (Level 1)

## Special Conditions/Other Requirements: e.g. travel requirements, working arrangements

- Ability to travel
- Available to spend occasional time away overnight



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