



Role description

Post:	Project Coordinator
Location:	Home based
Contract type:	Full time
Contract length:	Fixed Term
Reports to:	
Grade:	7
Line Manages:	N/A

About the Social Care Institute for Excellence

The Social Care Institute for Excellence is a national charity with a clear vision of a society where care and support maximises people's choices, removes social inequality, and enables people to live fulfilling, safe and healthy lives.

To achieve this we research, evidence, share and support the implementation of best practice. We use this evidence and experience to learn, shape policy and outcomes, and to raise awareness of the importance of social care and social work for creating a fair and equal society. We are transparent in all that we do. Our work is informed by people with experience of care and support and is focused on making a difference to people's lives.

Job Purpose:

1. To provide project and business support as part of the delivery team

Main Duties

1. To provide comprehensive administrative support to projects as assigned, including SCIE's allocated work programme.
2. Coordinating and updating project plans, compiling project reports as required
3. Liaising with external stakeholders, updating and responding to enquiries

4. Planning, arranging and servicing meetings, workshops, seminars and conferences (both internal and external)
5. Financial monitoring of project activity ensuring up to date financial information is available, reconciling expenses and preparing purchase orders
6. Use SCIE's business systems to track and report on commercial activities
7. Keep up to date with the work of the projects to ensure enquires are appropriately dealt with
8. Provide assistance to senior and executive management teams as required
9. Other tasks and team specific duties as may be required, commensurate with the level of the post.

General responsibilities:

10. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
11. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
12. Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
13. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
14. Other tasks as may be required, commensurate with the level of the post

General Comment

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks.

PERSON SPECIFICATION

ESSENTIAL CRITERIA
Aptitude / Abilities / Skills
Good oral and written communication skills
Good organisational skills and experience of working to deadlines whilst coping with competing priorities
Developed ability to work effectively within a team
Education / Knowledge
Good general standard of education
Intermediate /advanced IT skills in; Word, Access, PowerPoint, Excel, Outlook, and accessing and exploiting the Internet. (A role holder must be willing to be trained on in house and specialist IT programmes & software packages)
Experience
Experience of administrative work, including servicing meetings and taking minutes
Experience of data collection, data entry, processing and reporting
Attitudes / Personal Characteristics
Ability to work on own initiative with a minimum of supervision
A clear understanding of and commitment to equal opportunities and diversity, and the commitment to promote high standards of conduct, integrity and probity
DESIRABLE CRITERIA
Education / Knowledge
Working in a social care environment