

Project Coordinator

Number of jobs	1
Region	England and Wales
Post Type	Permanent
Working Pattern	Full Time – 37.5 hours per week.
Role Type	Operational delivery
Salary Range	£28,000 per annum
Pension	The Company operates and auto enrolment pension scheme
Annual Leave	30 days per year including statutory and public holidays
Security checks	DBS check required

Additional information

- This position is home-based but with occasional extensive travel across England & Wales.
- A full driving licence and access to a car is essential for the role.
- The role requires time flexibility including occasional evening and occasional weekend work.
- DBS check and references will be obtained.

Job description

The Project Coordinator role is a diverse and rewarding job role involving working within various projects across England and Wales that support flooded communities. You will be supporting a small team of Managers and be responsible for various tasks across several projects delivered by our team of Flood Engagement Officers.

This role also includes working with Flood Risk Management teams in County Councils, local Authorities, the Environment Agency, Water Companies & other stakeholders.

Due to expansion of our projects and delivery, we are seeking to recruit an experienced Project Coordinator that can help us with the delivery of our work. You will be responsible for leading the coordination of and managing the day-to-day tasks that keep the various NFF projects running smoothly.

You will be doing this by supporting the management team by:

- Supporting managers to deliver projects to time, scope, and quality.
- Building and maintaining excellent relationships with stakeholders (flood Risk Management Authorities, Councils, Water Companies, Flood Action Groups, Forums, other charitable organisations, etc.).
- Facilitating communication amongst National Flood Forum team members, ensuring everyone is informed about project updates, changes, and requirements.
- Overseeing administrative tasks by planning and scheduling project steering group meetings, preparing agendas, taking notes, and following up on agreed actions.
- Co-ordination and reporting of risks, issues, actions, and decisions to projects.
- Playing a role in identifying and addressing issues that arise during a project, by helping to resolve any conflicts, removing obstacles, and helping to find solutions to challenges.
- Ensuring that project reports are prepared in time and at quality standards, and ready to be distributed to project partners.
- Monitoring and reporting of tasks and actions, ensuring timelines are agreed, all tasks are assigned, progress is monitored, and deadlines are met.
- Maintaining electronic records and files and support the management team with the set up of a centralised database.

- Collecting and analysing data on the project that will serve as evidence for case studies.
- Tracking progress of project outputs and deliverables and reporting those to the management team.
- Tracking project spend and ensuring budgets are on target

Key skills required are:

- ✓ Previous working experience as a Project Coordinator or similar, with demonstrable records
- ✓ In-depth knowledge of project management and development procedures
- ✓ Excellent organisational and time-management skills
- ✓ Outstanding communication, networking, interpersonal and leadership skills
- ✓ Excellent team worker
- ✓ Multi-tasking and data entry skills
- ✓ Attention to detail
- ✓ Self-motivation and proactive problem solver
- ✓ Ability to effectively manage conflicting demands

About The National Flood Forum

The National Flood Forum is a charitable organisation that puts flooded people at the heart of its work. We are the only organisation dedicated to issues around flooding. We support people at risk before, during and after flood catastrophes. We strive to give voice for those at the grassroots of flood risk. We specialise in engagement with flooded people, create and enable long-lasting relationships with flood risk management authorities, and support flood risk communities to co-design and create solutions to reduce the risk of flooding. Our work includes;

- *Engagement* – Flood Action Groups (a bespoke NFF initiative now identified internationally)
- *Networks* – bringing people together, communities & professional bodies
- *Flood recovery* – Going into the heart of a flooded communities to support & guide people through a plethora of issues that they face
- *Flood exhibitions* – of resilience and resistance advice and information
- *Insurance* – advice & information
- *A Helpline* – a guiding, supporting, listening service

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TO APPLY

For further details about the role or informal discussion please contact Amanda Davies
amanda.davies@floodforum.org.uk or 07734 899708

To apply, please send:

- Your CV (maximum 2 sides)
- Supporting statement (maximum 1 side) demonstrating how you meet the requirements and why this job role appeals to you.
- Please also complete the Equal Opportunities form via this link
<https://forms.gle/cfddnXxAEze7Uch26>

Please tell us how you heard about this position on your application.

Send to Jean Timmins jean.timmins@floodforum.org.uk

or post: National Flood Forum, PO Box 7643, Bewdley, Worcestershire, DY12 9BL

Closing date for applications is Thursday 26th of October 2023.