



## Job description

**Job title:** Projects Delivery Officer

**Department:** Projects & Consultancy

**Reporting to:** Senior Project Delivery Manager

**Salary:** £34,500 (dependent on experience)

**Term:** Full-time, permanent

**Location:** Remote working, some travel around the region where necessary

## About us

Coast to Capital's vision is to create a stronger, smarter and greener region – working with our partners to make a difference to people and places and ensuring that our area is a fantastic place to live, grow and succeed.

We play a crucial role in supporting our region's economic growth, helping our partners build an economy which is more diverse and resilient. We concentrate on the most important opportunities to sustainably grow our business base, attract investment and generate jobs. Through strategic leadership and bespoke support, we work in collaboration with partners to ensure our region achieves its full potential.

## The role

As an experienced Project Officer at Coast to Capital you will be part of a team providing essential support towards the roll out of impactful projects, ensuring these successfully translate into a positive perception of our role within the region. You will have the opportunity to contribute to a key function of the business; helping us to interact with our partners and stakeholders, and coordinate internal operations to facilitate the smooth running of multiple initiatives across our region.

## Responsibilities

- Support projects within the consultancy projects portfolio including;
  - Maintenance of project documentation, forward planning & coordinating timelines.
  - Engagement with clients and delivery partners

- Understanding and contributing to thinking on issues and risks within the project
- Stakeholder engagement
- Administrative tasks relating to project delivery
- Quality assurance and proof-reading of products (such as reports, marketing material, spreadsheets) before their delivery to clients.
- Effectively delivery outcomes on projects, within scope and to set deadlines.
- Attending meetings with clients to help ask questions, clarify goals and to provide progress updates on projects.
- Assist with project delivery where required – including drafting content, reviewing material and conducting research.
- Supporting the organisations communication and marketing output, updating the company's website, using social media and helping to develop material for publication.
- Preparing progress reports, presentations, or briefing updates for the Chief Executive, Senior Management team and Board.
- Work effectively within a culture of collaboration, challenge and the flexible use of resources across the organisation.

## **Skills, competencies and experience**

### **Essential**

- Experience in supporting and managing the delivery of projects.
- Ability to produce and monitor project documentation, such as projects initiation documents, plans and timelines.
- Outstanding written and verbal communication skills.
- Exceptional attention to detail.
- Excellent organisational skills.
- Well-presented and professional approach.
- Competence in interacting with senior personnel.
- Adaptable and able to work to tight deadlines.
- Self-starter able to manage and plan workload.

### **Desirable**

- Understanding on content management systems and website management software.
- Working knowledge of Photoshop and design software.
- Experience in marketing communications, including social media and working with the media.
- Working knowledge of economic metrics

## How to apply

Please send your CV and covering letter which sets out your interest in the role, highlights your relevant experience and states how you meet the skills, competencies and experience to Alice Masterson, Delivery Administrator by **17:00 on Friday 19 August 2022**: [alice.masterson@coast2capital.org.uk](mailto:alice.masterson@coast2capital.org.uk).

- We expect interviews to take place during the week commencing **29 August 2022** and if you choose to apply you will be kept updated on the outcome of your application.
- If you are successful at interview stage you may be invited for a follow up interview before appointment.
- For some roles a short skills test or presentation is included at interview stage.
- For successful applicants, Coast to Capital will undertake face to face interviews however if you have any special requirements to assist you in attending an interview, please let us know when applying and we will make every effort to accommodate your needs.

By applying for this role, you accept the terms of our [Privacy Notice](#).

## Equality, Diversity and Inclusion

Coast to Capital is committed to achieving diversity and equality of opportunity both as an employer and as a commissioner of services. Our Equality and Diversity Policy is available on our website [www.coast2capital.org.uk](http://www.coast2capital.org.uk). If you have any special requirements to assist your understanding of the role or to attend an interview, please let us know when applying and we will make every effort to accommodate your needs.