

Project Coordinator Vacancy

Cogent have an exciting opportunity for a Project Coordinator. The Nuclear Skills Delivery Group (NSDG) is expanding its operations to include the letting of contracts to third parties to manage the delivery of a number of workstreams and associated projects forming part of a significant programme of work designed to address and resolve the most pressing skills issues affecting the nuclear industry.

This role will support the PMO to manage projects forming part of a programme of work and ensure that plans and controls are in place, progress is tracked, milestones achieved, and project management processes adhered to.

Remuneration Package

- Salary circa £30,000 per annum dependent on experience
- FTC to 30th March 2025
- Contractors will be considered
- Pension – employee contribution 6%
- Life Assurance
- 28 days holiday plus 8 bank holidays (FTE)
- Opportunity to buy-back 5 extra days annual leave (FTE)
- Optional Private Health Care package
- Hybrid working – expect to attend the Warrington Office approximately 2 days a month or as required.
- Employee Assistance Programme
- Bonus Scheme
- Aspire Values Award Scheme
- Annual Values Awards
- Long Service Awards
- Annual Company Events
- Gym Discount
- Access to Training & Development Opportunities

Key Accountabilities

- Responsible for the day-to-day tracking of the project.
- Issuing and analysing progress reports, updating plans, and raising concerns with the Project Manager so that barriers can be overcome, risks managed, and issues resolved.
- Liaise with project delivery team members to track and report project progress and ensure the delivery of specific milestones/deliverables set out in the project plan.
- Support the project delivery team in their day-to-day activities, keeping key stakeholders informed about how the project is progressing.
- Play a key role in building and developing NSSG's Project Management capability.

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- Schedule and attend meetings, prepare associated agendas and paperwork as directed by the project/programme manager and take notes.
- Ensure project controls are utilised in accordance with programme requirements.
- Keep the project manager aware of the project status and any concerns affecting the delivery of the plan.
- Prepare project performance reports, presenting information clearly to support decision making.
- Ensure organisational tasks are carried out according to set deadlines.
- Ensure the integrity of the project plan, keeping it up to date in real-time.
- Ensure all key project documents are version controlled and filed appropriately.

Key Performance Indicators

Key performance indicators (KPIs) are quantifiable metrics that help project managers measure progress and identify problems before they derail a project. Here are some KPIs:

- Coordinating project data and information across the programme on standard project management metrics including budgets, costs, plans/schedules, milestones,
- Weekly, bi-weekly and monthly reporting
- Support direct delivery of mini-projects

Essential Knowledge Skills and Qualifications

- Proven experience in a project support role.
- Strong understanding of project management methodologies.
- Excellent negotiation and communication skills.
- Keen eye for detail.
- Ability to work effectively within a team.
- 5 GCSEs including Maths and English at C or grade 5.
- Experience in a related field preferred.
- Entry qualification in project management desired.

Cogent is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.

Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

To apply please click on the link: <https://www.cogentskills.com/about/work-for-us/>

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Please complete the Candidate Information Sheet and send together with a letter of application and your CV to human.resources@cogentskills.com by 6th December 2024 outlining your suitability for this post and how you would ensure success.

If you have additional needs that you would like us to consider during the application and interview process please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion. Websites: www.cogentskills.com

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