

Nuclear Careers Coordinator Vacancy

Cogent Skills have an exciting opportunity for a Nuclear Careers Coordinator, this role will support the delivery of the Nuclear Sponsorship Scheme (NSS) and will ensure that plans and controls are in place, progress is tracked, milestones achieved, and management processes and systems adhered to.

Remuneration Package

- Salary up to £31,000 dependent on experience
- Full time permanent role
- Pension – employer contribution 6%
- Life Assurance
- 28 days holiday plus 8 bank holidays (FTE)
- Birthday off work
- Opportunity to buy-back 5 extra days annual leave (FTE)
- Optional Private Health Care package
- Hybrid working
- 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 outcomes.
- Issue and analyse progress reports, updating plans, and raising concerns with colleagues so that barriers can be overcome, risks managed, and issues resolved.
- Work with and support applicants to our nuclear sponsorship scheme, ensuring that you provide great information, customer service and updates on applications.
- To provide great customer service and a supportive approach to questions or queries that our nuclear employers may have.
- Liaise with delivery team members to track and report on progress and ensure the delivery of specific milestones/deliverables set out in the contract.
- Support the delivery team in their day-to-day activities, keeping key stakeholders informed about how deliverables are progressing.
- Schedule, attend and take notes for meetings, preparing associated agendas and paperwork as directed by the line manager and Industry Lead.
- Ensure controls are utilised in accordance with programme requirements.
- Support with finance and contracts administration as agreed with the line manager.

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- Keep the team aware of the status against the delivery plan and raise any concerns affecting the delivery of the plan.
- Prepare performance reports, presenting information clearly to support decision making internal and external audience.
- Ensure organisational tasks are carried out according to set deadlines.
- Ensure the integrity of the delivery plan, keeping it up to date in real-time.
- Ensure all key documents are version controlled and filed appropriately.

Key Performance Indicators

- Effective coordination of key stakeholders, ensuring inputs are received on time and of quality.
- Effective time management and turnaround of key deliverables in accordance with the contract milestones.

Essential Knowledge Skills and Qualifications

- Proven experience in a support role.
- Good understanding of management methodologies.
- Experience of working with complex and multiple stakeholders and customers, with a great appreciation of the impact and importance of great customer service.
- 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.
- Willingness to work towards or hold an entry qualification in administration.

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/>

Please complete the Application Form and send together with a letter of application and your CV to human.resources@cogentskills.com by 23rd May 2025 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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