

Title	Project Coordinator	
Reports to:	Chief Executive Officer	
Salary Range	£35,000 to £37,500	
Work style Definition	Office based hot desk/ touch down worker	
Job Type:	Semi Professional	
Primary purpose of role	<p>The Project Coordinator is responsible to the CEO for providing a company secretariat function to the Freeport Company, including the day-to-day transaction of company business – e.g. Customer Liaison, Procurement, Finance, IT support and HR. The Coordinator will also respond to the monitoring and evaluation requirement of HMG and other private sector funders. The role will support the Chair and all other Freeport team members and be a liaison point for the Local Authority programme management and aligned staff, other partners and the Accountable Body function provided by Plymouth City Council.</p> <p>The Coordinator will be required to take a leading role in independently delivering these aspects of the Freeport.</p>	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ PASD Freeport Board of Directors and its subcommittees are enabled to meet regularly to transact company business as may be required. ▪ Businesses feel well supported prior to and during their tenancy. ▪ The Freeport is effectively marketed with a high demand for business accommodation. ▪ Funders are provided with the timely accurate monitoring reports that meet their needs. ▪ Programme monitoring and meeting actions can be used to drive improvements in programme performance. ▪ All Freeport Company procurement is compliant with policy expectations and generating excellent value for money. 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ An annual schedule of meetings is in place, agendas and papers are dispatched in good time for meetings and appropriate records are kept. ▪ Robust policies and procedures in place and maintained for Company secretariat functions – e.g. Procurement, Finance, IT support and HR. ▪ Freeport staff satisfaction feedback for induction process and ongoing HR/administrative support. ▪ Number of businesses providing positive feedback for business support functions remain high. ▪ Marketing analytics trend upwards year on year. ▪ DLUHC and other funders satisfied with Freeport progress against funding conditions.



	<ul style="list-style-type: none"> ▪ Company IT systems are fit for purpose and new staff receive an appropriate induction to IT policies and practices. ▪ HR systems including annual leave tracking and payroll are maintained. ▪ Freeport accountable body requirements are met. 	
<p>Key activities</p>	<ul style="list-style-type: none"> ▪ Draft monitoring reports and presentations which detail programme progress. ▪ Ensure that monitoring and evaluation reports required by the Department for Levelling Up, Housing and Communities are submitted within the required timeline. ▪ Support completion of funders claim forms, independently collecting information and reporting outputs. ▪ Act as the link between the Freeport Team, stakeholders, contractors and employees within other Council departments. Manage, co-ordinate and disseminate accurate and timely information. ▪ First point of contact with contractors to ensure seamless communication between contractors and other key stakeholders. ▪ Responsible for day-to-day maintenance of risk registers and follow up on mitigation. ▪ Schedule an annual programme of meetings including an AGM for the Board of Directors and Freeport Sub Committees. ▪ Co-ordinate the production of agendas, reports and papers for the Board of Directors and Freeport Sub Committees in a timely fashion. ▪ Take minutes as required at the Board of Directors and Freeport Sub Committees and maintain an action log of all agreed actions and keep track of delivery. ▪ Act as key point of contact with businesses, stakeholders and funders. ▪ Build and maintain relationships between business owners and respective landlords; assisting Freeport team and all parties progress each development, fit-out and future business growth activity. ▪ Advise tenants on potential funding opportunities and benefits in line with Freeport status. ▪ Advise tenants regarding Travel Plans, Building Management and access to local specialist services to support their growth. ▪ React to unexpected situations, taking initiative and decisions to deal with difficult situations without reference to senior colleagues. ▪ Support the development of funding bids. 	



- Liaise as necessary with businesses operating within the Freeport to ensure that all data and evidence required to complete the monitoring reports is collected and collated.
- Work closely with customs operators and businesses to ensure that the Freeport can satisfy HMRC audit requirements.
- Responsible for collecting and collating data around Equality and Diversity to evidence delivery of the Freeport Company Equality and Diversity Policy.
- Contribute to the delivery of a programme of marketing activity for the Freeport demonstrating year-on-year growth in social media followings, impressions and overall media coverage.
- Deliver the Freeport social media strategy, independently creating and posting content.
- Organise and attend trade and investment shows to raise profile of the Freeport and deliver the follow-up actions.
- Brief the senior management team on marketing and events plans and outputs.
- Research marine, defence and space innovation markets and opportunities.
- Write and distribute the monthly newsletter and increase the number of subscribers; working with expert agency resource as needed.
- Day to day management of the Freeport website and email aliases.
- Organise and manage events including construction related (turf cutting, topping out, etc.), tenants office openings and related events.
- Ensure funders publicity requirements are always met.
- Day to day financial transactions are accurately and promptly concluded within budgets and with the appropriate authorisations.
- First point of contact for funders.
- Manage any future Freeport Facilities Management contract to ensure that buildings and their surroundings are maintained to a high standard.
- Responsible for compliance with relevant legislation, regulations, government and Freeport policy, managing any policies, processes, forms and procedures to ensure efficient project delivery.
- Responsible for ensuring all procurement activity is undertaken following the appropriate rules and regulations.
- Purchase orders are raised in a timely manner and accurately.
- Responsible for procurement of IT solutions and support.
- Responsible for delivery of IT induction to new staff and ensuring they are aware of relevant Freeport company policies.

	<ul style="list-style-type: none"> ▪ Responsible for all matters relating to the registration of directors and the submission of returns and audit reports to Companies House is timely. ▪ Carry out other duties appropriate to the grade of post. ▪ First point of contact and lead for any audits.
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Degree educated, or equivalent experience. ▪ GCSE (Grade A-C/ 9-4) or equivalent including English and Maths to demonstrate a standard of literacy/numeracy commensurate with role. ▪ Competent user of Microsoft Office ▪ Knowledge of project management principles, methodologies and processes ▪ Knowledge of commercial property tenancies ▪ Knowledge of grant funding
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Professional marketing qualification to Level 4 Certificate ▪ Project Management Accreditation ▪ Professional diploma relating to procurement.
Essential experience	<ul style="list-style-type: none"> ▪ Experience of working with higher levels of management ▪ Experience of working in a complex multi-agency/partnership setting ▪ Experience of working in a commercial setting delivering a high level of customer service ▪ Experienced in event planning, implementing marketing strategies and delivering social media campaigns. ▪ Experience of programme administration.
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of working in economic development and or large regeneration projects. ▪ Working with politicians.
Essential skills	<ul style="list-style-type: none"> ▪ Evidence of ability to work on own initiative. ▪ Ability to interpret complex datasets and information. ▪ High level of interpersonal and communication skills. ▪ Negotiating and persuasive skills. ▪ Strong report writing and spreadsheet skills to produce clear project documents such as schedules and budget reports. ▪ Planning and organisational skills to plan meetings and events ▪ Budget management and monitoring skill. ▪ Ability to work to deadlines and achieve individual objectives