



## Job Description: Project Co-Ordinator

<b>Position Title:</b>	<b>Project Co-ordinator</b>
<b>Salary:</b>	£28,000 (or pro rata for part-time hours)
<b>Duration:</b>	12 month contract in the first instance

### The Company

SE<sup>2</sup> provide consulting services within the energy and environment field. We are an energetic and friendly business, with a work ethos based on innovative ideas, creative solutions and enthusiasm.

We work on a diverse range of projects - from research, business development, to stakeholder engagement and project management - all with the aim of reducing energy use and our impact on the environment. Our clients include social housing providers, government agencies, local authorities and commercial businesses across the UK.

Further information about us and our work is available at [se-2.co.uk](http://se-2.co.uk).

### The Role

The Project Co-ordinator will contribute to the work of SE<sup>2</sup> through developing and leading their own projects, as well as providing support for other projects.

We welcome applications from people looking for part-time work and/or flexible hours, with a minimum contract of 3.5 days / 26 hours per week but also up to full time hours. Your work base will be our home office in Farnsfield, Nottinghamshire, with some days worked at your own home. We expect the role to also involve some travel to visit clients.

### Duties & Responsibilities

#### Project co-ordination and support

- End to end project management including planning, budgeting, client management, reporting and review on a selection of projects
- Data gathering, input and analysis for client projects
- Undertaking research, including internet searches, literature reviews, developing and issuing surveys, phone interviews and analysis of responses
- Maintaining effective working relationships with clients, including attending meetings, producing activity and progress reports and identifying opportunities to exceed client requirements
- Managing project scheduling and timetabling
- Producing post-project case studies/gathering testimonials and references



### **Business development**

- Support business planning by working with potential new clients/contacts and providing excellent project support
- Assist with writing of tender responses
- Attend networking events to represent SE<sup>2</sup>, partners and our clients
- Liaise with external partners in both the sustainable energy and environmental industries to raise awareness of the work of SE<sup>2</sup> and our partners
- Identify PR/speaking opportunities for SE<sup>2</sup>, our partners and clients
- Write relevant case studies for clients and organisation
- Coordinate communications with network of associates to identify opportunities for new projects and to develop optimum project teams

### **Other Duties**

- Contributing to website, blog and social media content
- Assisting with stakeholder events, including delegate and venue liaison and administration.

### **Notes**

- This job description may be revised in the light of changes or developments which may occur and after discussion with the post holder.
- The duties and responsibilities outlined above are to be regarded as broad areas of responsibility and do not necessarily detail all tasks which the post holder may be required to perform.
- The post holder will undertake such other duties as may be required commensurate with grade and experience.
- All duties and responsibilities are to be carried out within Standing Orders and Standing Financial Instructions relative to the duties carried out.
- The post holder will use all equipment and carry out all duties in a safe manner in compliance with current health and safety legislation and regulations.

## Person Specification: Project Co-Ordinator

	<b>Essential</b>	<b>Desirable</b>	<b>To Be Assessed Through</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A-level or relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• At least 3 years' relevant work experience</li> <li>• Experience of managing and delivering your own projects</li> <li>• Experience of working in a varied and changing environment, and demonstrating initiative and self-direction</li> <li>• Experience of budgeting and planning</li> <li>• Clear writing and data analysis skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in either a sustainable energy, environmental or housing organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• CV/Interview/References</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Proactive</li> <li>• Ability to work autonomously, creatively and to prioritise your work</li> <li>• Flexible work approach and ability to work as part of a small team</li> <li>• Great attention to detail and good time management skills</li> <li>• Ability to develop and maintain great relationships with clients</li> <li>• Good communication skills</li> <li>• Strong commitment to high quality work</li> <li>• Commitment to environmental issues</li> </ul>		<ul style="list-style-type: none"> <li>• Interview/References</li> </ul>