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| **TITLE:** Project Coordinator - Transformation Delivery Initiatives (Maternity Cover) |
| **TEAM:** Portfolio Management Office | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: D – Junior Level | **CONTRACT LENGTH:** 9 months  |
| **CHILD SAFEGUARDING:** Level 1:  the role holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore, a police check will not be mandatory unless the content or location of the role changes, in which case the Child Safeguarding level will be reviewed.  |
| **ROLE PURPOSE:** This role will support projects across our Transformation Delivery portfolio with general project coordination and administration. This will be a key role to support delivery of these critical initiatives and will have the opportunity to learn and develop across a range of different project types working with Senior Level staff from across Transformation Delivery and beyond.  |
| **SCOPE OF ROLE:** **Reports to**: Head of PMO **Staff reporting to this post:** None |
| **KEY AREAS OF ACCOUNTABILITY:** * Pro-actively manage a variety of internal and external meetings on behalf of projects, including meetings at Senior Management level. Tasks include coordinating meeting invitations, room booking if required, taking minutes, publishing meeting materials on SharePoint and ensuring meeting actions and decisions are documented
* Manage logistics for meetings and workshops. Tasks include managing participant lists, sending invitations, venue booking, travel support for participants, e.g. visa invitation letters, material collation, liaison with suppliers, coordinating invoice payments and coordinating internal programme and project meetings
* Support with the design and production of internal communications materials related to Transformation Delivery projects. Tasks include proof reading key project reports and slide packs, drafting meeting materials and formatting documents to align with Save the Children’s branding
* Manage project document storage and online portals to ensure all content is well structured and up to date
* Managing access to SharePoint sites and Microsoft Teams
* Oversee the induction process for new joiners to the Project teams. Tasks include: setting up and running induction calls, procure equipment such as laptop and any other homeworking support
* Support to Project Leads and Project Managers. Tasks include: updating team action cards and support in ensuring actions are completed by the team within the agreed timeframe, extracting and updating progress reports and ensuring these are communicated to the team, support in project planning and ensuring deadlines are met
* Develop strong, positive relationships with all relevant stakeholders across the Transformation Delivery portfolio
* Support with project Finances by processing invoices, creating and managing Purchase Orders
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds oneself accountable for making decisions, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **EXPERIENCE AND SKILLS*** Previous experience in an office administration, Project Coordinator or similar role, preferably in an international environment
* Experience of planning and organising meetings and events, with a strong attention to detail
* Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
* Strong planning/anticipation skills. Experience of planning and organising meetings and events, with attention to detail
* Sound judgement and an ability to effectively prioritise multiple tasks in a constantly changing environment
* Ability to adopt a pro-active approach and offer solutions as appropriate
* Strong written and oral communication skills, fluent in English, with an eye for detail
* Ability to liaise and communicate effectively with a broad range of people at all levels, across different cultures and to act with credibility, discretion, tact and diplomacy both within and without the organisation
* Ability to work to tight deadlines with strong attention to detail
* Maintain a calm disposition and positive outlook particularly when working under pressure
* Self- motivated with ability to work autonomously
* Commitment to the mission, vision and values of Save the Children
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| **Additional job responsibilities**The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **JD written by:**  | **Date:**  |
| **JD agreed by:** Amanda Nelson | **Date:** 14 April 2023 |
| **Job Description updated By:**  | **Date:**  |
| **Evaluated:** | **Date:** |