



## Project Coordinator

### Project Management Unit

**IMC Grade:** Assistant Consultant

**Responsible to:** Contracts and QMS Manager

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### The Role

**Do you like to bring order to support progress?  
Do you understand time and cost benefits that are associated with strong Project Management? – If so, we would like to hear from you!**

The PMU is looking to recruit ambitious individuals to support our amazing team of highly experienced and Senior Project Managers and assist them to introduce innovation and efficiency through best practice project management tools and techniques across various individual projects and larger programmes, both internally and directly provided to external clients.

Our clear ambition is for Assistant Consultants to progress into competent Project Managers, each able to work independently and within teams on complex multi-year, multi-location and multi-sector programmes as well as some really exciting, small and niche projects and programmes.

The PMU is looking to add an exceptional individual to support our amazing team of Project Managers and assist them to introduce innovation and efficiency across various programmes and projects, both internally and directly provided to external clients.

You will need to be able to demonstrate clear interest and skills in project and financial management and be prepared to confidently contribute to innovative thinking as a benefit offered to IMC and our clients. As a team the PMU acts with integrity and in total support of all IMC Corporate values and we do so with a smile on our faces in a highly positive and collaborative environment – especially at times of high intensity and pressure.

## Main responsibilities

- Your prime objective will be to assist the Project Managers (PMs) to deliver projects to time and on budget. You will be a PMU-wide resource and will work with multiple PMs at any one time and will therefore demonstrate an ability to effectively prioritise tasks and requests
- You will assist in contracting and mobilising staff and consultants, by working with the PM and Project Administrator to select and complete the necessary paperwork, permissions and processes
- You will assist PMs to manage budgets, by recording, tracking and reporting of financial positions. You will process both sales and purchase invoices and so an attention to detail is vital to alert the PM to issues and variations from the plan
- You will prepare engagement contracts for both individuals and sub-consultants and help develop a project's Terms of Reference
- You will regularly communicate with different (sometimes strong) personalities across projects and will help the PM manage relationships with senior and specialist colleagues and subcontractors; industry representatives and Government clients
- You will organise (and actively participate in) internal and external meetings – face-to-face; skype or by telephone
- You will participate in maintaining the PMU Intranet site and the PMU Training programme to ensure they both remain relevant, current and interesting
- You will support the PMU to develop and create exceptional fee-earning Project proposals that create new revenue streams for IMC Worldwide, from externally contracted project management
- You will be prepared to provide whatever support is required by PMs to ensure success, and become a champion for the benefits of sound Project Management techniques
- You will meet the [quality standards](#) of the company and of the development partners, our Clients
- You will meet the high ethical standards of the company as directed by the [IMC policies](#) related, but not limited to: Business Ethics, Equal opportunities, Anti-Harassment & Bullying, Safeguarding, Anti-Slavery and Human trafficking and Data Protection

## Team Environment

The PMU is a rapidly expanding, multi-disciplinary and lively team of committed individuals and the successful candidate will be able to immediately join the team, demonstrating openness and a collaborative approach and will work closely with all PMU team members.

The working environment is informal, creative and collaborative, but we are uncompromising on the quality of work we deliver to clients.

Due to the nature of our work, all IMC contracts require job holders to be able to travel overseas to our overseas projects if and when required. For this role, it is anticipated that national and international travel may be required to work with colleagues and partners.

You may be asked to complete the PRINCE2 foundation course during your employment.

**To learn more about our recent projects, major highlights and achievements [click here](#) to read our 2017 Annual Review.**

**Hours of work**– This role is a full-time position. Full-time working hours are 37.5 per week.

**Location**–The role is based in the IMC offices in Redhill.

We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability

**Salary** – depending on experience

There is also a non-contractual bonus system payable annually depending on performance.

**Annual leave**–25 days annual leave plus 8 public holidays. The holiday year is 1st January – 31st December

**Benefits**–Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, company contributory pension scheme, cycle to work scheme and season ticket loan scheme. IMC also supplies free refreshments and fruit, and there is a dress down day every Friday.

**The closing date for applications is Monday 18 February 2019.**

**Applications will be reviewed on an on-going basis, it is recommended you apply as soon as possible.**

## PERSON SPECIFICATION: Project Coordinator - PMU

	Essential	Desirable
<b>Qualifications, understanding &amp; training:</b>		
Strong understanding of Project Management including Project Finances		X
Degree qualification		X
Training in Project Management, Finance or Excel training		X
<b>Experience:</b>		
Experience in project management in a support capacity	X	
Experience of working in a process support function, ideally in a consultancy		X
Experience in developing and coordinating commercial proposals		X
Experience of working in international development and/or with Governments		X
<b>Abilities &amp; skills</b>		
Excellent organisational skills and the ability to multi-task under tight deadlines	X	
Good attention to detail and ability to carry out finance, contractual and administrative tasks with discretion and exceptional accuracy	X	
Excellent written and verbal communication skills	X	
Strong Skills in Microsoft Excel	X	
Strong analytical skills		X
Strong project planning skills		X
Confidence and enthusiasm	X	
Co-operative and supportive team player	X	
Excellent communication skills and willing to assisting in the capacity building of others	X	
Excellent written and spoken English	X	
<b>Personal:</b>		
Close attention to detail and ability to articulate guidelines and changes clearly and effectively	X	
Neat and logical approach to working	X	
Excellent and open work ethic and ability to prioritise effectively	X	
Approachable with flexible attitude to working being open to new ideas and suggestions	X	

## PERSON SPECIFICATION: Project Coordinator - PMU

Competency	D	I	A	S
IMC values and ethics	X			
Business insight	X			
Bid and project management	X			
Technical/area specialisation	X			
Relationship management and working with others	X			
Leadership and resilience	X			
Impact and influence	X			
Decision making/ planning and organising	X			
Results orientation and continuous Improvement	X			
Financial and commercial awareness	X			

**Key:**

*D – Developing*

*I – Independence*

*A – Accomplished*

*S – Senior Management Level*