

## **PROJECT CO-ORDINATOR**

Are you highly organised with good attention to detail?

Do your skills also include strong communication with colleagues and customers, a good team player and a knack for keeping people and tasks on track?

If the answer is yes, then a career as a Project Coordinator might be just what you are looking for.

### **READ ON OR SCAN THE QR CODE FOR FURTHER INFORMATION**

#### **What does a project coordinator do?**

This is one of the rare job titles that's a fair description of the job itself. Being a project coordinator means you assist the Project Manager in managing projects, seeing them through from conception to completion. This will involve hands-on work collaboration with customers and internal teams to deliver results on time.

It's a bit like being the conductor of an orchestra with the plan for a new product or service in development as the sheet music. It's your job to ensure that what comes out, in the end, is pleasing to your paying customers.

The project coordinator and the project manager work closely together. While not every project has both positions on staff, when the project is larger it's almost a necessity. Without a responsible project coordinator, a project manager can get lost in the busy work of a project and fail to oversee the activities of the project as needed.

Without a project co-ordinator preparing plans and organising tasks, it is more difficult for the project manager to oversee the activities of the project to a successful result.

#### **Responsibilities:**

- Plan project tasks to be completed within budget and on time
- Coordinate and maintain team members' schedules
- Handle financial documents and planning
- Monitor and report on project progress
- Serve as the main point of contact for project-related communications
- Liaise with the customer and internal teams to define requirements, scope and objectives of the project

#### **Key skills necessary for this role:**

- Ability to work as both part of a team and independently
- Able to manage time effectively
- Attention to detail
- Ability to problem solve
- Strong interpersonal, oral and written communication skills
- Knowledge of relevant technology and software, Word, Excel, Power Point and Outlook
- Prioritisation skills
- Organisational abilities
- Self-motivated and eager to learn

**Salary:** Average £31,500

**Qualifications and entry routes:**

You can study for a degree in any subject, then either:

- join an organisation's graduate management training scheme
- complete a postgraduate qualification in project management

For most junior positions, you will need four or five GCSEs at Grades 4-9 or equivalent. Employers may also consider applicants with fewer formal qualifications if they can demonstrate they have the right skills, for example, previous clerical experience.

For Project Management apprenticeships you can train in roles like assistant project manager, project manager, project co-ordinator, project executive and project support officer. The duration of these apprenticeships ranges from two to five years, depending on the company you work for and the level you study at.

There are plenty of courses available where you can study for a certification and develop the knowledge and skills required of project management. If you are new to the field, then the Google Project Management: Professional Certificate may be a good place to start.

**Work experience:**

Look for internships as a junior or assistant project manager in sectors of interest - for example, in the IT industry you could apply to work with a major employer such as, for example, National Cyber Security Centre or Microsoft.

You could join a project management organisation or volunteer outside of work.

**A Day In The Life of a Project Manager at a Software Development Company**

<https://youtu.be/ErAscQ5XzJU?si=ZMNaWgnUJAR47a3E>