

JOB DESCRIPTION

Job Title: **International Project Coordinator, full-time**

Location: Sheffield, United Kingdom- **Remote working within the UK to be considered**

Closing Date: 14th July 2021

Job Brief

Inova Consultancy Ltd is a small UK-based business that delivers specialist consultancy services in the areas of education, career mentoring, coaching, diversity, equal opportunities, business development and entrepreneurship. Inova Consultancy has experience in developing and managing international multi-partner projects across the European Union.

Some examples of the work we undertake can be found on our website (www.inovaconsult.com) and involves projects covering topics as diverse as:

- Entrepreneurship for all: supporting under-represented groups such as women, migrants and long-term unemployed individuals.
- Equal opportunities: Supporting women in science, engineering and technology and helping groups who are 50+ acquire digital skills.
- Employability: supporting vulnerable groups acquire relevant skills via mentoring and coaching.
- Human rights: prevention of human trafficking by developing blended training programmes.
- Promotion of digital skills and digital safety.

We are looking for a committed person that is passionate about equal opportunities, diversity and helping develop, manage and deliver innovative international projects that make a difference to people's lives.

You will have an engaging personality, excellent communication and presentation skills, an entrepreneurial, can-do mind-set, and flexibility as the post involves some international travel and may involve working outside standard office hours.

This post is based in Sheffield. We would consider the opportunity for someone to do the role remotely with a requirement to be able to attend the office when required or for key meetings.

The Role

The post holder will:

1. Be responsible for delivering European Union co-financed projects, managing research and evaluation activities.
2. Research, write, develop and deliver new EU co-financed project proposals and support training programmes.
3. Coordinate the promotion of a variety of projects, e.g. producing newsletters and contributing to our social media channels.
4. Coordinate business development efforts.

5. Write reports to funding bodies and prepare project management and financial reports for the management and maintain the necessary documentation for audit requirements and funding bodies across all projects.
6. Attend meetings across Europe on a regular basis.
7. Manage junior staff
8. Undertake any other duties and responsibilities that complement the purpose and objectives of the post as and when requested by the Manager.

Additional Information in respect of the post holder's capabilities, knowledge and special requirements

1. You will, as a minimum, have a degree in social sciences (e.g. public policy, EU affairs, marketing, business, psychology.)
2. The post holder will have excellent and fluent communication skills. Fluency in English (both speaking and writing) is a must, being able to speak a second European language would be beneficial.
3. You will join a highly motivated team and bring enthusiasm and flexibility. The ability to deliver a high level of service at all times is essential.
4. The post holder needs to be able to clearly define and set milestones and outputs and work towards pre-defined targets and deadlines, following consultation with the Manager.
5. The nature of the role requires you to be a self-starter, **pro-active** and able to work independently, prioritising a diverse workload.
6. This post will require the post holder to occasionally work during non-standard office hours such as evenings and weekends
7. The post holder will be fully conversant with Microsoft Office applications mainly Word, Excel and PowerPoint.
8. Strict confidentiality and data protection rules form an integral part of the work that will be undertaken. Inova Consultancy works under strict GDPR data protection rules. The post holder will work in a competitive environment and as such will apply the strictest confidentiality where it concerns disclosure of any information into the public domain especially where it concerns commercially sensitive information but also to include information of which the Copyright or Intellectual Property Rights may be held by Inova.
9. Applicants should provide evidence in their application that they meet the following criteria. We will use a range of selection methods to measure candidates' abilities in these areas including reviewing your application, seeking references, interviews and other forms of assessment action relevant to the post.

| PERSON SPECIFICATION | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| International Project Coordinator, United Kingdom | | | |
| | Details | E* | D* |
| Attainment Evidenced achievements e.g. relevant qualifications (or equivalents), training. | At least having completed a Bachelor's degree in a relevant subject in social sciences with an excellent academic track record | X | |
| | A Master's degree in a relevant subject | | X |
| | Evidence of successful personal management and organisational skills | X | |
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| Experience Experience and specific knowledge required for the post | At least 2 years of work experience in a similar administrative coordinating role | X | |
| | Experience of working in EU co-financed projects | | X |
| | Understanding of the workings of EU co-financed projects | | X |
| | Experience in the delivery of training and/or mentoring and coaching projects | | X |
| Aptitudes Skills and abilities required for effective performance e.g. presentation skills, interpersonal skills, numeracy skills. | Excellent organisational skills | X | |
| | Excellent communication and presentation skills | X | |
| | Ability to communicate to a professional standard and fluent level in English C1/C1 or CPE (Cambridge Proficiency Exam) | X | |
| | Good computer literacy and experience using the typical range of Microsoft Office applications | X | |
| | Good knowledge of computer software such as Zoom, Google Hangouts, Eventbrite | X | |
| | Good knowledge of design packages eg. Adobe in Design, CANVA, video editing, Mailchimp and Wordpress | | X |
| Personal Attributes Disposition and characteristics relevant to the post holder e.g. ability to cope with pressure, ability to work with others, ability to work on own initiative. | Professional presentation, conduct and attitude | X | |
| | Ability to organise own workload, under pressure of time, resources and with great attention to detail | X | |
| | Good time management skills | X | |
| | Ability to work in a team but also independently for sustained periods | X | |
| | Ability to motivate others and engender confidence and influence | X | |
| | Understanding of modern marketing techniques | | X |
| | Outgoing and friendly personality | X | |
| | Social media savvy and happy to write and contribute content | | X |
| | Ability to work confidently remotely and have self-motivation to working from home | X | |
| Circumstances Special demands of the work that has a direct impact on performance e.g. if work involves working unusual hours, travel, etc. | Ability to work flexible and during non-standard office hours | X | |
| | Available for occasional weekend work | X | |
| | Ability to occasionally lift boxes | X | |
| Interests | Genuine interest to work in Inova Consultancy's area of expertise | X | |

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| Any out of work activities relevant to the post. | Committed to continuous professional development | | X |
| | Commitment to equal opportunities and diversity | X | |

* E=Essential and D=Desirable

Benefits

- This job will provide the opportunity to start a career in project management within a friendly and non-hierarchical environment.
- You will be joining an enthusiastic and energetic team of colleagues and work in a very international, multi lingual setting.
- We offer on-the-job mentoring, coaching and training.
- This is a full-time position, starting on an initial 1-year contract with a 3-month probation. Following that the post may be extended depending on secured funding
- Salary range, depending on experience, £21-£26,000 per annum.

How to apply, application deadlines and interviews

How to apply?

- Please send your CV, and a covering letter clearly describing your motivation and suitability for the role, as well as any other documents you may deem relevant, to Marina Larios by email on mlarios@inovaconsult.com. Please include 'International Project Coordinator' in the subject of your email.

Closing Date

- The closing date for applications is 14th July 21 5pm UK time
- We do not accept any applications submitted after this date.
- Only applications submitted by email, in the right format, will be considered.

Shortlisting and Interviews

- Shortlisted candidates will be contacted by 16th July 21
- Interviews will be held online on the 19th July 21

We need someone to commence asap

Can I speak to someone about this position?

For an informal chat please contact Marina Larios on mlarios@inovaconsult.com