

Job description

The opportunity:

An exciting new role to work within the Project Management Office (PMO) team; the Project Support Coordinator will support the Project Manager and Subject Matter Experts (SMEs) in delivering a vast range of projects across the business. The role will include the maintaining project and programme documentation including project plans, risk and issue logs and reporting dashboards.

You will be reporting to the Head of PMO.

What you will do:

Project/Programme Support:

- To assist in the production and maintenance of project plans, risk registers, issues logs, lessons learnt reports and other project related documents.
- To support all Programme Boards – including managing agendas and ensuring the actions, issues, risks and decisions are logged appropriately.
- Co-ordinate short-term projects/campaigns with the support of a project manager.

General PMO Support:

- Develop a strong understanding of our project management tool (Smartsheets).
- Fulfil requests from across the organisation to build sheets, forms and reports (using Smartsheets).
- Organise, attend, and participate in supplier meetings where required.
- Providing ad-hoc support to project managers and teams as required.

About you:

- Excellent communication and organisational skills and will involve liaising at all levels internally as well as working externally with external suppliers.
- Strong analytical abilities – proficient in using tools to support delivery of effective processes, identifying the optimum way of implementing a solution.

- An interest in project management.
- Ability to work effectively and collaboratively in a cross-functional environment.
- Organised with good attention to detail.
- Good team player, self-motivated and positive attitude.

Key Skills & Experience:

- At least 1 years' experience in a project support management role and/or business-related experience with relevant qualifications.
- An understanding of project management and delivery methodologies.
- Ability to cope in a complex and fast-changing environment, and to respond calmly and rationally to changing aspirations in a deadline-driven situation.
- Ability to work to tight deadlines.
- Ability to balance conflicting and changing demands through prioritisation.
- Competency in Microsoft applications including Word, Excel and Outlook.
- Previous experience working with project management software is desirable

What can we offer you?

- 24 ½ days annual leave + Bank Holidays
- Free CSSC Membership
- 90 minutes of wellbeing time, per week
- Flexible working (remote and office based)
- Excellent company pension schemes available
- Training and Development opportunities
- Access to Employee Assistance Programme
- Cycle to Work Scheme

About us:

We are a not-for-profit membership organisation with over 125,000 members. Our vision is to inspire our members to explore new ways to be active and healthy. Our four organisation values are Passionate, Progressive, Supportive and Social.

CSSC reserves the right to close this vacancy early if we receive sufficient applications for the role, therefore early applications are encouraged.

Job Types: Full-time, Permanent

Salary: £26-28k per year

Benefits:

- Company pension
- Cycle to work scheme
- Employee discount
- Wellness programme

Schedule:

Office contract with hybrid working days (must be in HW office Tuesday, Wednesday and Thursday) each week.