

**Job Title:** Project Co-ordinator  
**Responsible to:** Managing Director  
**Reports to:** General Manager  
**Hours:** 37 hours per week  
**Salary:** £12,000 to £17,000 dependent on experience and qualifications  
**Annual Leave:** 25 days + Bank Holidays

**Key Purpose:**

- To support the General Manager (GM) in the development and co-ordination of projects.
  - To support teaching and learning through the use of projects
  - To support the GM with general administration duties.
  - Be an active and flexible team member promoting positive behaviour and learning experiences with enthusiasm in accordance with ACE's ethos and operating procedures, policies, and corporate strategy.
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**Core Responsibilities:**

- Take an active role in the development and co-ordination of projects which support teaching and learning.
- Support the GM in the gathering and processing of information. Communicating with students on a 1-2-1 basis and by telephone.
- Maintaining group registers, tracking progress and providing feedback to both learners, centre staff and learners schools to positively engage with all learners including those who display challenging behaviours, enabling learners to be treated as individuals in a person-centred manor.
- To support the GM with the registration and management of vocational qualifications.
- To support other staff where needed across ACE's core activities.
- Deal with any learner conflict and or incidents in line with both the individuals plans and ACE's policies, ensuring that all incidents are recorded properly.
- Contribute to and participate in the whole organisations (ACE's) performance, leading by example and working as part of a team.



## Other Responsibilities

- To ensure the health, safety and well-being of learners, staff and visitors to the centre in accordance with ACE's operating policies
- To ensure that all staff and learners are aware of and comply with ACE's safeguarding requirements and comply with ACE's safeguarding policies and practices.
- To contribute to and undertake risk assessments of both activities and people (Learners)
- To undertake Continual Professional Development (CPD) some of which you may be required to undertake in your own time, ensuring that all vocational and teaching and learning knowledge is current and up to date.

## Other Duties

The post holder may be required to perform duties other than those outlined in the job description. The particular duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or level of responsibility entailed. The post holder may, at times, be required to work outside of normal office hours or at weekends. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post.

## Experience

We are Looking for someone preferably with previous experience of project administration, or working with an administration environment, working to time scales. High level of organisational skills and attention to detail. Good planning and IT skills working with Word, Excel, Facebook and Twitter. Having good people skills and an eye for detail and processes.

## Police and Reference Enquiries

All appointments are made subject to satisfactory police and reference checks prior to appointment and you will be required to complete an Enhanced Criminal Records Bureau application form and evidence of identity must be provided.

## Equal Opportunities

ACE is committed to ensuring that staff are appointed based on merit, regardless of ethnic origin, sex or disability, sexual orientation, race, colour, nationality (within current legislation) Marital status, caring or parental responsibilities, ages or personal beliefs on matters such as religion and politics.

