

Venture Support Project Co-Ordinator (ERDF Funded)

Full Time (35 hours a week) – Fixed Term Contract until end September 2023.

Salary range: £27k - £32k dependant on experience

Based: Future Business Centre Cambridge (with regular travel to Peterborough)

Reports to: Director of Future Business Centres

We are looking for an experienced and confident ERDF Project Coordinator, to manage the successful delivery of Allia's new business support programme designed to increase entrepreneurship and support early stage social and environmental businesses in the Greater Cambridge Greater Peterborough region. Reporting to the Director of Future Business Centres, the Project Coordinator will take ownership of the management and administration of Allia's ERDF capital and revenue programmes to support the project delivery team and provide accurate and timely information through regular reporting both internally & externally on key performance indicators.

Role Responsibilities

You will take responsibility for the efficient and effective administration and project management of Allia's ERDF funded business support programme. Daily responsibilities will include:

- Project management on a day-to-day basis to ensure the project keeps pace with agreed project plans, reporting, delivery to budget and project compliance.
- Assemble and coordinate the finance claims, ensuring accurate, audited and monitored reports
- Establish and manage new and existing systems to ensure the compliant capture and reporting of all monitoring data
- Manage the venture support tracking system to ensure accurate data capture and reporting
- Preparing for ERDF audit and compliance which will include preparing files and reports.
- Close liaison with the Project Delivery Team that includes Director of Ventures, Business Advisors and support leads.
- Liaising with other support providers including the GCGPLEP Growth Hub, Universities – develop a good working relationship to enhance the offer to local businesses, continuity of support, good signposting and referrals.
- Build a positive relationship with the local ERDF management team, ESIF Committee, GCGP LEP and seek greater efficiencies in business administration methods
- Produce other reports and assist as required by the Director of Future Business Centres/Group Director of Impact.
- Supporting the administration of each programme component, including organising online and physical events as well as other activities relating to the successful operation of the programme including client registration, eligibility checks and all funding compliance; liaison with strategic partners with regards to their potential involvement or assistance

Person Specification

As our ideal Project Coordinator, you must have previous experience of ERDF programme administration and management. You will have great communication skills and possess the ability to forge strong working relationships with partners, stakeholders and clients.

Essential

- At least 3 years' experience in projects working or coordination with direct experience of managing/coordinating project work
- Experience in project managing and administering European-funded business support programmes and taking responsibility for tracking and reporting
- Have the ability to work on own initiative including capability to identify and assess new opportunities and to systematically arrange meetings and prioritise time to ensure that key outputs are achieved
- Excellent administration, logical reasoning and analytical skills
- The ability to quickly assess information and provide sound advice to management relating to project performance and risks
- Good written, oral communication, presentation and interpersonal skills and the ability to draft reports and represent the authority at meetings.
- The ability to plan and organise to ensure that deadlines and agreed targets are met
- Competent in IT applications/use including Word, Excel, Internet/Email and PowerPoint
- Eligible to live and work in the UK and fluency in English
- Hold a valid driving licence and have own transport

Desirable

- Competent in use of Microsoft Access
- Previous involvement in acceleration and incubation programmes
- Experience of the social or environmental business sectors

Reporting

This role reports to the Director of Future Business Centres. The role liaises closely with the Group Director of Impact, Director of Ventures, Finance, Marketing and the Future Business Centre Operations teams.

To apply for this role, please send an up to date CV with a supporting covering letter highlighting your skills and experience along with why we should consider you for the role and your salary expectations to recruitment@allia.org.uk. Applications will not be considered without this information.

Candidates must be eligible to work in the UK without sponsorship. All applications should be submitted by 5pm on 27th November 2020.



Notification of Partial Financial Support from European Regional Development Agency

This role is part funded by the European Regional Development Fund. The UK's departure from the European Union has no bearing on this role nor its funding. The project is fully funded to end September 2023.

