

Capel Manor College

Project Coordinator

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Project Coordinator
Scale	Business support
Grade	PO1
Responsible to	Head of Business Development and Employer Skills
Location	Enfield
Contract	Part-time, Fixed-Term

Key Responsibilities:

To coordinate and oversee the day-to-day delivery of Skills contracts, ensuring compliance with funding requirements, effective partnership working, accurate reporting, and successful outcomes for learners and employers. The postholder will act as the key link between curriculum, MIS, employers, and funding partners to ensure that contracts are implemented at pace and delivers agreed targets.

Responsibilities:

- Coordinate the end-to-end delivery of the allocated contracts, ensuring compliance with ESFA/GLA funding rules and Capel Manor College procedures.
- Act as the first point of contact for internal teams, employers, and funding bodies regarding contract queries and requirements.
- Oversee learner onboarding, enrolment, and data submissions, working closely with MIS and delivery staff.
- Monitor learner progress, completions, and job outcomes, ensuring accurate evidence is collected and reported.
- Produce regular performance, compliance, and financial reports, highlighting risks and recommending solutions.
- Work with the Employability Coaches, tutors, and employer engagement teams to ensure learners are fully supported into employment.
- Coordinate employer liaison activity, ensuring employer agreements and paperwork are in place, and supporting progression outcomes.
- Schedule and support internal quality and compliance audits for the contract.
- Maintain strong communication with stakeholders, including ESFA/GLA contract managers, to provide updates and respond to information requests.
- Lead on continuous improvement activities to ensure high-quality delivery and achievement of contract KPIs.
- Support the Employer Skills Leadership team with rapid implementation and any contract variations or new developments.
- Line manage and support relevant staff as allocated.

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period

Experience

- Experience of contract coordination/administration within skills, training, apprenticeships, or employability programmes.
- Strong understanding of funding compliance and audit requirements (ESFA/GLA or similar).
- Proven track record of supporting contract delivery to achieve KPIs and targets.
- Experience of managing internal and external stakeholders.

Skills, Abilities and Knowledge

- Excellent organisational skills with the ability to manage multiple priorities and deadlines.
- Ability to interpret and analyse performance data and produce clear reports.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail in administrative work.
- Commitment to safeguarding, equality, diversity, and inclusion.

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults.
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of college life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required