JOB DESCRIPTION

Job Title:	Project Coordinator
Reports to job title:	Project Manager
Department	Projects
Location:	Edinburgh or York
Salary:	£28,000 - £30,000

About Us

The UK Agri-Tech Centre is a new organisation launched on 1 April 2024 and created from three of the original Agri-Tech centres.

Utilising our UK-wide assets, world-class facilities and expertise, our new organisation is a gateway for funding programmes, such as the Farming Innovation Programme and Horizon Europe, and provides benefits to the whole supply chain, the UK economy and beyond.

We offer a complete life cycle of support, driving Agri-Tech innovation and adoption through world-class facilities, expert knowledge and business support accelerating progress.

We strengthen the connections between science, business, and funders to accelerate research and development tackling the industry's most critical challenges such as climate change, labour availability, disease mitigation and environmental sustainability.

Job Purpose

The Project coordinator is responsible for supporting the successful delivery of projects within the ATC portfolio through effective assurance, tracking and reporting.

You will need effective communication and stakeholder management skills and be able to assist the Project Managers and wider project team to collaborate with Project Partners as well as various industry and academic partners, to support the delivery of our project portfolio.
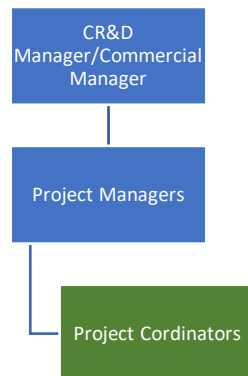
Ultimately, the role of the Project Coordinator is to support PM whilst they ensure that ATC projects are governed and administered correctly, in line with Innovate UK guidelines and approved Project Business Cases and Project Management Plans.

Main Duties

You will support the Project Management Team and undertake the following responsibilities:

- Set up of project documentation suite for new projects
- Organise and prepare materials for project meetings.
- Attend project meetings if required and document actions and decisions.
- Provide PM support for in flight projects including booking meetings, report co-ordination, minute taking, updating project documentation and document distribution.
- Creating and Updating PM guidance material
- Ensure all documentation is maintained appropriately, including version control.
- PM administration support as required

![UK Agri-Tech Centre logo] **JOB DESCRIPTION**

Organisation Chart

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        ┌─────────────────────┐
        │       CR&D          │
        │ Manager/Commercial  │
        │      Manager        │
        └──────────┬──────────┘
                   │
        ┌──────────┴──────────┐
        │  Project Managers   │
        └──────────┬──────────┘
                   │
              ┌────┴────────────────┐
              │ Project Cordinators │
              └─────────────────────┘
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Qualifications, Skills and Experience

- Experience as a Project coordinator or similar role
- The ability to interpret Project plans and RAID logs
- Experience taking project meeting minutes and actions
- Familiarity with risk management, governance principles and quality assurance
- Intermediate level Excel skills
- A background in either agriculture, agri-food or research environments
- GDPR knowledge
- Prince 2 Foundation or equivalent would be desirable
- Solid organisational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Flexible approach with problem-solving skills
- Excellent written and verbal communication skills
- Strong attention to detail

Additional Information

This role may require some travel to ATC offices and occasional project meetings.

Application Process

Please submit a CV to Siobhan@clarkehrconsulting.co.uk by 8/5/24