
Job Title:	Project Coordinator
Reports to job title:	Project Portfolio Manager
Department	Projects
Location:	Edinburgh or York
Salary:	£30,000
Contract Type:	Fixed Term – 6 Months

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 it 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 to accelerate 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 UK Agri-Tech Centre 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 the Project Manager whilst they ensure that the UK Agri-Tech Centre projects are governed and administered correctly, in line with Innovate UK guidelines and approved Project Business Cases and Project Management Plans.

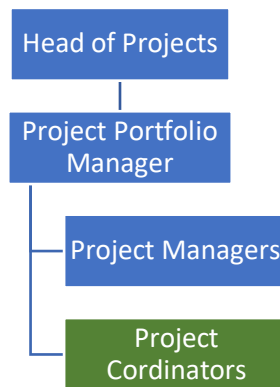
Main Duties

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

- Set-up and maintain shared documents in appropriate folders and team sites, ensuring templates are organised and project details are current.
- Support Project Managers with populating tasks, milestones, owners and timelines for all projects.

- Support and organise the preparation of documents for key meetings, such as Kick-Off, Quarterly Monitoring and Close-Out Meetings.
- Attend project meetings as required, documenting actions, decisions and detailed minutes using Teams transcripts if necessary.
- Compile meeting minutes and action plans, distributing them promptly.
- Support in-flight projects with administrative tasks, including booking meetings, purchase order creation and related administrative tasks projects as time and budget allow.
- Maintain the Master Project Portfolio Lists and Business Portfolio Review document.
- Monitor and respond to the project mailbox, distributing queries promptly and providing support to the Delivery Team as needed
- Take the Project Management role on assigned Commercial and Internal projects.
- Coordinate project and project resource addition to key organisational systems.

Organisation Chart



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.
- Intermediate level Excel skills.
- A background in either agriculture, agri-food or research environments would be desirable.
- 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 is a Fixed Term Contract for 6 months.

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



JOB DESCRIPTION

Application Process

Please follow this [Link](#) to submit your application.
Closing date is January 22, 2025