



JOB TITLE: Project Support Coordinator

JOB HOLDER	TBC	FUNCTION	Support for X-Forces Projects
SUPERVISORS TITLE	Head of Partner Engagement	LOCATION	X-Forces Offices – Mountbarrow House, 6-20 Elizabeth Street, SW1W 9RB
SUPERVISORS NAME	Sian Edwards	DIRECT REPORTS	

X-FORCES

X-Forces is a social enterprise that supports the military community, including Service leavers, military spouses & partners, reservists, cadets and children of forces to start-up and scale-up their own businesses.

KEY AREA OF RESPONSIBILITY

Provide project / administrative support to the X-Forces London Office. The role will involve support to the Head of Partner Engagement on a number of key projects (which includes grant applications, large events, 12-month contracts) along with some general administrative tasks for the office.

ROLE RESPONSIBILITIES

The Project support coordinator will be responsible for:

- Coordinate project management activities, resources, equipment and information
- Conduct focused pieces of research where needed
- Work with Head of Partner Engagement and liaise with stakeholders to identify and define project requirements, scope and objectives
- Make certain that clients' needs are met as the project evolves
- Help prepare project proposals, timeframes, schedule and budget
- Monitor and track project progress and handle any issues that arise
- Act as the point of contact and communicate project status adequately to all participants
- Report and escalate to management as needed
- Create and maintain comprehensive project documentation, plans and reports
- Update relevant databases and CRM system

JOB COMPETENCIES

(Competencies that are needed for the job. Identification of competencies help to identify areas for personal development)

- Previous administration experience, ideally within events or project management
- Strong administrative skills
- IT literacy including MS Office
- Confident communication skills and the ability to liaise at all levels
- Excellent writing abilities, and able to clearly communicate with a variety of audiences
- Highly organized with excellent attention to details
- Professional, proactive team player but can be self-sufficient when needed
- Enthusiastic, motivated and hard working
- Ability to respond to change in a positive and proactive way
- Flexible approach to work (standard hours are 9am – 5.30pm, but some flexibility is required)
- Ability to commute to London Victoria; some potential UK travel might be involved
- A passion for the Armed Forces Community would be ideal