



## Job Description and Role Profile

**Job Title:** Project Coordinator (Liverpool 5G)

**Responsible to:** Project Manager

**Responsible for:** N/A

**Hours:** 4-5 days per week, flexible working.

**Contract length:** To project end, 31/3/2025

**Salary/rate:** Freelance, £200 per day.

**Location:** Liverpool based with some travel required.

### Main Purpose of Job:

To undertake project co-ordination activities and provide administration support to Liverpool 5G projects. Manage new projects, under the direction of the Project Manager.

### Key Responsibilities/Duties:

- Providing administrative support to the project manager and leadership team
- Arranging meetings and taking minutes
- Maintaining the online project document registry to ensure standardisation and version control
- Organisation of project related events
- Supporting the production of regular reports and presentations
- Supporting Project Manager, Project Director and Benefits Realisation Manager
- To follow Equality and Diversity, Data Protection and other relevant procedures
- Any other duties, as required

### Knowledge, Skills and Experience

Essential:

- Ability to work with a wide range of partner organisations
- Strong organisational communication skills
- Good understanding of Data Protection, GDPR and data handling procedures
- Experienced in the use of Word, Excel and PowerPoint
- Confident in managing online shared drives and arranging online meetings
- Experience of working with both private and public sector organisations

Desirable:

- Interest in lessening the digital divide across the Liverpool City Region
- Project Management Experience at a junior level