

Project Co-Ordinator – Training & Partnerships

JOB TITLE:	Project Co-Ordinator – Training & Partnerships
RESPONSIBLE TO:	Head of Training & Partnerships, The Allerton Project
KEY PURPOSES:	<p>The Project Co-ordinator will be at the heart of the Project with an understanding of Marketing and Communications which will be essential. In addition, an understanding of agricultural and rural land management issues is desirable.</p> <p>You will be part of a team at the forefront of developing solutions to societal demands for high quality, plentiful food produced more sustainably, whilst enhancing biodiversity and combatting climate change.</p>
SALARY:	Flexible working and hours, subject to agreement, £23k FTE

KEY ROLE A:

A1	Working with the Head of Training and Partnership in organising and co-ordinating of diaries and meeting appointments
A2	Responsible for the co-ordination of diaries and meetings on behalf of the wider team
A3	Responsible for the bookings, administration and enquiries relating to all training activities at the Project
A4	Assist in the development of systems and processes within the training and partnership team
A5	Under direction of the team conduct and undertake marketing and communications outputs in line with an overall marketing and business development strategy
A6	Conducting tours/delivering presentations of the Project where appropriate

KEY ROLE B:

B1	Manage and oversee the correct use of all filing and online systems, image libraries and data
B2	Preparing presentations, assisting with podcasts and press releases
B3	Assisting with data management from trials work
B4	Assist with LandApp mapping, carbon and biodiversity calculators
B5	Help to organise and hold events at The Allerton Project visitor centre, including the day to day running of the centre to ensure a professional feel at all times
B6	Collating feedback from course attendees and visitors

KEY ROLE C:

		Essential	Desirable
C1	Understanding of Marketing and Communications	Yes	
C2	Competent in a variety of online programs including, Microsoft Office or equivalent	Yes	
C3	Ability to work within Adobe Creative Cloud		Yes
C4	Understanding of websites, online editing and CMS systems such as WordPress		Yes
C5	Able to work on social media platforms and newsletter platforms such as Mail chimp		Yes
C6	Experience of thorough project management as a starter finisher	Yes	
C7	highly organised, enthusiastic team player	Yes	