

Job Description

Job Title:	Project Management Officer
Service:	Coram International
Location:	Coram International, Coram Community Campus, 41 Brunswick Square, London WC1N 2QA
Reporting to:	Project Manager and Researcher; Director
Salary Range:	£32,000 – £35,000 per annum
Work Pattern:	35 hours per week
Contract Type	Permanent
Additional Information	<ul style="list-style-type: none"> • Please note that applicants must currently hold the right to work in the UK, as no sponsorship is available for this role. • Please note this position would be office based at our Central London Office.

Coram is a progressive and responsive children’s charity which draws upon a distinguished history and reputation in creating better chances for children. With some 300 staff, a distinctive headquarters near King’s Cross and project teams across London, Coram strives to be a credible, respectful, professional, dynamic and committed organisation where these values infuse all that we do to help the most vulnerable children, young people and families in our society.

The Coram campus is set in the heart of Bloomsbury, with great views across our historic Campus. Although just a few minutes’ walk from King’s Cross, Euston and Russell Square stations, our contemporary buildings are surrounded by trees and a green oasis which retains a peaceful atmosphere, providing an exceptional setting for meetings, interviews, seminars, training, and corporate events.

Purpose of the role:

Coram International is a consultancy team based at the Coram Children’s Legal Centre in London. Our team works with UN agencies, international charities and governments around the world to promote and protect children’s rights.

Our work involves providing technical expertise to support the development of laws, policies and programmes to protect children’s rights as well as training and research covering a broad range of thematic areas. Our thematic areas of focus include: the treatment of children within criminal justice systems; violence against children and child protection; protecting the rights of children in the context of migration and asylum; child marriage; adolescents’ access to sexual and reproductive health rights; the rights of children in the context of armed conflict and terrorism; and many others. We work in countries throughout the world.

We are seeking a highly organised, diligent and proactive Project Management Officer to support the successful implementation and management of our international consultancy work.

Organisational Relationships:

1. The Project Management Officer will report directly to the Project Manager and Researcher and, indirectly, the Director of Coram International;
2. The Project Management Officer will work closely with the Project Manager and Researcher other members of Coram International to support the implementation of Coram International's work; and
3. The Project Management Officer works closely with the financial management team at Coram Children's Legal Centre in relation to financial management and administration and, where needed, the IT, finance and HR teams in Coram.

Main duties & Responsibilities:

- Project management of Coram International's contracts.
 - This includes but is not limited to: keeping track of contract deliverables, managing and monitoring project budgets, managing the Coram International deliverable/ task calendar and liaising with team members, partners and external consultants.
- Assisting the Coram International team in identifying and applying for funding opportunities and with narrative and financial reporting to donor agencies.
 - This includes but is not limited to: researching funding opportunities and supporting the development of funding applications, including collating documentation, drafting budgets and supporting submission of applications in line with administrative requirements.
- Providing administrative support to the Coram International team and consultants, including logistical arrangements related to travel and all other necessary contract and financial administration.
 - This includes but is not limited to: assisting with all necessary travel arrangements for the international team and its consultants; including liaising with travel agents, conducting travel risk assessments, obtaining visas etc., preparing advance expenses and settling balances upon return of consultants from travel, keeping project budgets up to date, communicating with and drafting of contracts for external consultants.
- Making administrative arrangements for and liaising with national consultants both in the UK and abroad.
- Ensuring that the information on the Coram International website is kept up to date, adding project information and publications as required and managing Coram International's social media accounts.

- Managing and maintaining Coram International's electronic (and, where necessary, hard copy) files and folders.
 - This includes but is not limited to: conducting regular assessments and audits to ensure GDPR compliance; maintaining records of all data processing activities conducted by Coram International; ensuring that retention and use of data is conducted in line with Coram's data protection strategy.

- Undertaking any other duties as and when appropriate, and delegated by members of the Coram International team.
 - This includes but is not limited to: proofreading, formatting and editing of reports, liaising with essential services within the Coram Group (e.g. HR, IT and Comms), and maintaining internal financial processes including administering petty cash and company credit card.