



Job Description

Role Title	Portfolio Co-Ordinator
Department	Portfolio and Planning
Responsible to	Head of Portfolio and Planning
Job Level	Level 6

Summary Purpose

The Portfolio Management Office (PMO) team's core purpose is to provide support, guidance, and assurance of the delivery of the NFCC's national programmes and projects by providing specialist expertise, knowledge, and facilitation across the portfolio. The team ensures proper governance procedures are in place and that project/programme methodologies are embedded and adhered to.

The PMO is also the central point of contact for the Project/Programme Managers, assisting with the management of their projects as well as acting as a critical friend to challenge and scrutinise to ensure that they are adhering to processes and providing information in a timely manner for internal and external reporting to internal boards and the Home Office.

As Portfolio Co-Ordinator you will be responsible for the administration needs of the Portfolio Office and providing additional ad hoc admin support to Programme teams. You will be responsible for diary management and event organisation for the PMO for workshops and training sessions, this will involve booking travel and accommodation.

The post-holder will provide support to the Head of Portfolio and Planning with secretariat support, providing support with the PMO reporting and monitoring function to all programmes and Portfolio administrative tasks.



Key responsibilities / level of accountability for delivery

Administrative Support

- To provide administrative support as required.
- To coordinate and organise meetings, workshops and events including the arrangement of venues, travel and accommodation, where appropriate. For portfolio and programme level.
- Attend programme and project meetings and support them by preparing and circulating report packs, taking minutes, logging decisions and actions and tracking the completion of agreed actions.
- Research and compiling data for portfolio and projects ad-hoc, liaising with key stakeholders internal and external.
- Co-ordinating the compilation of project management reports.
- Preparing necessary presentation materials for meetings.
- Providing support to Head of Portfolio and Planning to undertake Programme and Project Health Checks.
- Provides support in tracking portfolio travel and accommodation financial spend.
- Supporting the Head of Portfolio and Planning, Information Manager and Governance and Reporting Manager with providing a reporting and monitoring function to all Programmes and Portfolio administrative tasks.
- Supporting Head of Portfolio and Planning and Governance and Reporting Manager with all PMO governance activities.
- To maintain portfolio wide records and make these available as necessary, either on a regular basis or in response to special requests.
- Leading on the co-ordination of the forward planner and scheduling in business case submissions.
- Ensure that direct secretarial support is provided to the Head of Portfolio and Planning including diary management and co-ordination, administrative tasks
- Act as liaison and first point of contact via the PMO inbox and providing signposting to relevant colleagues within NFCC who can respond to queries raised.
- Draft routine correspondence, memorandum, notes on behalf of the Head of Portfolio Office.
- Managing documents and files in the SharePoint environment ensuring the Information Management framework is implemented.



- To monitor e-mails and any other communications and promptly and efficiently prepare responses or direct them to relevant responders, passing on information as necessary.
- To undertake basic research on a range of issues, as directed, and to provide summaries of findings to team members and senior managers, where required.
- To produce standard correspondence on a range of issues and ensure the accuracy of the information to individuals prior to dispatch.
- To be responsible for raising Purchase Orders (PO) forms.
- Support the Quality Assurance process by scheduling reviews, compiling information and evidence and updating the QA Register.
- Create innovative solutions when developing or reviewing administrative procedures.
- Assist Head of Portfolio Office with creating and facilitating masterclasses and workshops for the wider portfolio team.

Key outputs including typical timeframes

- To coordinate and organise meetings, workshops and events including the arrangement of venues, travel and accommodation, where appropriate. For portfolio and programme level.
- Ensure that direct secretarial support to Head of Portfolio and Planning including diary management and co-ordination, administrative tasks
- Act as liaison and first point of contact via the PMO inbox and provide signposting to relevant colleagues within NFCC who can respond to queries raised.
- To be responsible for raising Purchase Orders (PO) forms.
- Draft routine correspondence, memorandum, notes on behalf of the Head of Portfolio Office and ad-hoc for-Programme Managers.
- Preparing necessary presentation materials for meetings.

Key Relationships

- Establish and maintain effective working relationships with staff at all levels, stakeholders and with representatives of external organisation.
- To take accurate messages for other members of staff and pass them on quickly and efficiently.



Education, Qualifications, Experience

- You demonstrate a keen understanding and use of o365 and SharePoint.
- You demonstrate high levels of literacy, numeracy, accuracy, communication and writing skills with a strong attention to detail.
- You are competent in using Microsoft software – Excel and Word in particular.
- You have experience working in an admin function.
- You have excellent time management skills.
- You act as the main contact for external partners and suppliers, building effective relationships.
- You have the ability to apply reasoning and knowledge to decision-making and solving problems.
- You are confident working alone or as part of a wider team.
- You are willing to learn and develop your skills to ensure a high level of understanding of the standards and procedures.

Behaviours and Values

- You are a champion of inclusion, equality and diversity, and are committed to creating safe working environments where individuals flourish, develop and thrive
- You are driven to make a real difference across our communities
- You treat people with respect and trust and empower staff to do a great job
- You take ownership of and responsibility for actions and learn from mistakes
- You are open to adopting new methods of working and are flexible to change
- You embrace the challenges that are presented by remote and lone working
- You act with integrity at all times
- You use your significant expertise to shape safety for our communities and support our members