

Chartered Society of Physiotherapy Job Description

Job Title: Project Co-ordinator

Directorate: Practice & Development

Grade: 5

Hours: Part time (28 hours per week); Fixed term until 31st March 2025

Key Contacts: CSP Members and groups; CSP staff at all levels; external stakeholders

Main Purpose of the Post:

Working directly with the programme manager and wider teams within the CSP, provide project management support to the education reform project, due for completion 31st March 2025.

Main duties & responsibilities:

1.	Utilise project management methodologies and structures to effectively project manage the education reform programme.
2.	Act as the primary point of contact for the project team, CSP staff, members, internal and stakeholders, contractors and suppliers, and provide advice, guidance and assistance to ensure effective delivery of the project.
3.	Co-ordinate planning and scheduling for the project, working with the programme manager and project team and sponsor to ensure the programme meets key milestones
4.	Engage with relevant stakeholders, including the project team, other CSP staff working on aligned priorities, members, contractors and external stakeholders as necessary, to develop and support positive relationships to contribute to the successful delivery of the project.
5.	Contribute to and co-ordinate progress reporting for the overall project communicating effectively in writing and verbally to a range of audiences as necessary.
6.	Write content for digital platforms, publication and reports and with appropriate staff, support the development, design and dissemination of resources.
7.	Be responsible for the monitoring, updating and reporting of the risk register for the project, working with the programme manager and sponsor to mitigate any identified risks/issues.
8.	Be responsible for the day-to-day management of the project budget, including monitoring, updating and forecasting to the programme manager and sponsor, identifying potential over and underspend, and monitoring contracts.
9.	Provide support to project meetings, both formal project governance meeting groups and informal meetings, including scheduling meetings, producing and disseminating papers, and making logistical arrangements.
10.	Perform elements of the evaluation activity for the project. This may include survey data collection, analysis and interpretation, and the presentation of this data in various formats, to the relevant CSP and external governance structures.

11.	Organise and co-ordinate all aspects of operations and logistics for the programme, working with colleagues, members, contractors and external stakeholders as necessary.
12.	The duties and responsibilities highlighted in this job description are indicative and may vary over time depending on business need. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and in accordance with the needs of the team.

**The Chartered Society of Physiotherapy
Person Specification Form**

	ESSENTIAL/ DESIRABLE (E or D)	ASSESSED BY APPLICATION/ INTERVIEW/ TEST (A/I/T)
EDUCATIONAL REQUIREMENTS		
1. A first degree or equivalent learning/experience to this level	E	A
PREVIOUS EXPERIENCE		
2. Experience of using project management methodology and structures to co-ordinate and support projects and project managers	E	A/I
3. Experience of budget management, including working with electronic financial systems and undertaking budget reporting and forecasting	E	A/I
4. Experience of relationship management providing support to internal and external stakeholders	E	A/I
5. Experience of working as part of a team with colleagues based both remotely and in an office environment	E	A/I
6. Experience of managing a varied workload and successfully managing conflicting priorities	E	A/I
7. Experience of supporting meetings of project boards, working groups, and/or other meeting groups, including internal and external group members	E	A/I
SKILLS/ABILITIES AND KNOWLEDGE		
8. Excellent written and verbal communication skills, and numerical skills	E	A/I
9. Ability to contribute to planning of schedules of work – both individually and across projects	E	A/I
10. Able to carry out delegated desk-based research, synthesise information and present in a report with draft analysis.	E	A/I
11. The ability to work appropriately under one's own initiative with minimal supervision and in a team, acknowledging when escalation of decision making is necessary	E	A/I
12. Ability to demonstrate leadership behaviours in one's own role, and to manage upwards where appropriate	E	A/I
13. Intermediate skill levels in the following Microsoft Applications: Word, Excel, PowerPoint, Outlook	E	A/I

14. Skilled in the use of digital and social media to support networks	E	A/I
OTHER REQUIREMENTS		
15. Commitment to own continuing professional development	E	A/I
16. Demonstrates knowledge and understanding of equality and diversity principles and the ability to work to them in practice.	E	A/I
17. Takes responsibility for ensuring data is accurate and up to date, whilst being aware of sensitive and confidential data	E	A/I
18. Ability to undertake the occasional travelling and unsocial hours required of the post.	E	A/I
	E	A/I