

Project Co-ordinator Position

A brilliant opportunity has arisen to join an exciting training organisation who works with the Unconscious Bias within the Inclusion industry. We design and supply programmes which develop peoples awareness of bias and therefore change the culture and inclusiveness of organisations.

This offers a brilliant challenge to work at the forefront of a new and exciting part of diversity with many of the leading organisations of the world. Our programmes are innovative and highly acclaimed and work with some of the most progressive creative trainers and dynamic sales professionals in the industry.

Based in the market town of Ware, this is an exciting and challenging opportunity to work with a fast paced small consultancy who works at a senior level with some of the biggest global organisations.

This is a significant career opportunity for a candidate with the right attitude and project management skill sets. You will be passionate about your role and your contribution to the continued growth and development of the organisation. Your background will be in an organisational capacity, and you will demonstrate a desire to progress your career into project management. A team player, you will be self motivated and expected to work hard while also appreciating the importance of enjoying your job. Ideally you will have experience/understanding in building, developing and growing any business relationships vital to the success of the project. Some travelling to clients will be involved.

After training the role will include

- Manage projects from start to completion
- Continually manage client expectations
- Regularly follow-up on current projects and queries
- Manage and make changes to the course as deemed appropriate
- Attend client meetings/calls with the account manager
- Observe or facilitate training if required
- Check client contracts, SOW's and negotiate on points that are unagreeable . Define deliverables and SLA's in conjunction with the account manager and the client
- Manage Logistics
- Produce WebEx (virtual) training sessions (training will be provided)

If you are interested then please submit your CV and covering letter with your salary expectations to info@people-development-team.com