



IMPACT

# Programme Coordinator

The finer detail...





## Programme Coordinator

### The finer print

### Read on for more info.....

A great opportunity to join our busy and vibrant Programme Management team based at our company HQ in Windermere. We are looking for someone forward thinking, organised with a razor sharp attention for detail! You will be part of a great team and have exposure to all areas of the business.

Intrigued? Want to find out more? Then have a look below.....

### Here's some stuff we'd like you to be brilliant at:

- Experience with proofreading, editing and formatting documents
- Proficiency in MS Office (MS Word, Excel and PowerPoint, in particular)
- Time management skills and the ability to prioritise work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills – you will be liaising with internal and External stakeholders
- Organisational skills with the ability to multi-task is a must
- Ability to work under pressure

### Here's some stuff we'd love to hear about you:

- Proven experience as a coordinator or as part of a project team
- A team player – relationships are at the heart of how we work globally
- Good initiative and ability to deal with ambiguity - asking the right questions, anticipating
- Needs and being resourceful
- Confident, proactive and professional when it comes to approaching people
- Self-motivated and organised
- Hungry to learn and develop

### Key responsibilities:

- Working alongside Programme Managers to assist on programme set up
- Updating project plans and working towards programme deliverables
- Logistics – research, manage and book travel & accommodation
- Documenting programmes on our global system
- Creating and maintaining virtual programme elements – webinars, web portals, applications
- Developing programme materials – formatting, editing, printing, updating
- Post programme administration including evaluation, collating appraisal information,
- Attending internal reviews when necessary



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### Here's some stuff we're brilliant at:

- The money part – salary is negotiable and competitive (depending on experience). Profit share, bonus scheme and non-contributory pension scheme are all in there too.
- We're a Great Place to Work® – it's official!
- Wellbeing – health care scheme available to all
- Inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of the Impact Academy or externally) to learn, develop and progress in your career
- Celebrating successes – no matter how great or small
- Caring for each other – we always have each other's backs
- Finding opportunities to support our local communities around the world
- Adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

## Would you like to join our team?

We'd love to hear from you if you like the sound of us  
and you think we'll like the sound of you!

Apply via our website

