

## Project Co-ordinator (data and systems)

**£20,000 - £22,000 per annum + profit share and pension**

**Location: Sheffield**

**Closing date for applications: Monday 26<sup>th</sup> June midnight**

**Interview date: Weds 5<sup>th</sup> July**

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### Opportunity Summary

Gradcore is looking to appoint a project co-ordinator to work across our full range of Higher Education and graduate recruitment projects. This role offers the opportunity to play a key role in co-ordinating client projects, whilst also being the go-to person in the business for data and systems.

### Introduction to Gradcore and the role

Gradcore is an ambitious social enterprise with a mission to transform graduate recruitment and employability, and we plan to do this with a team who can create and deliver great projects in the higher education and emerging talent industries. We've already worked with more than 50 UK and European universities, and managed a wide range of corporate and SME graduate schemes.

The role involves playing a major role in delivery and execution of projects across the Gradcore spectrum of work. As such you will need to be someone with a keen interest in our line of work, and some experience in project co-ordination, data and systems. You will need to be highly organised, and not daunted by the prospect of sifting and reviewing large volumes of job applications and video interviews. We require people who can work at pace, whilst retaining quality, and will do the hours to get the job done.

Crucially you will play a key role managing the data and systems requirements in our various projects. This will involve work with large amounts of data, as you will lead the process of pulling together complex data sets during recruitment or employability programmes. This role also offers the opportunity to take your systems and data expertise client side, in particular working on delivery of our innovative GERM (Graduate Employability Risk Model), which uses data and algorithms to predict graduate employability.

This hard work comes with a comprehensive reward and remuneration package. We are based in beautiful offices that are old on the outside and modern on the inside. There is a profit share, pension and personal development budget. In addition we make sure you always have access to good quality coffee, you'll never have to buy a drink on a work night out and a lively team to work with when delivering projects.

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## Person Specification

We have a clear set of values, and the person specification below illustrates these and how they relate to this role:

### We make a positive impact

You are someone who seeks to make a positive impact in all your work, and can back this up with example projects and delivery where you have made a key difference.

### We build great relationships

You can quickly build rapport with people, and think on your feet when you are dealing with ambiguous or incomplete information.

### We know that the team makes the difference

You are someone who works brilliantly within teams and can stay calm and friendly even when under the pressure of pressing deadlines. You are also willing and able to turn your hand to a wide variety of activities and are comfortable multi-tasking at pace.

### We deliver smart thinking

You are someone who is curious to seek out opportunities for improvement for yourself and clients. You also have a track record of helping people to understand complex information or data, ideally in a HE or grad recruitment environment e.g. working on DLHE or TEF data.

### We know our stuff

You are the person people turn to solve their IT and MS Excel queries, you understand how to make data useful, and can 'translate' between techies and lay people. You know things on MS Excel that very few other people know.

### We tell it like it is

You consistently demonstrate great integrity in your work, and are willing and able to take on the difficult items on your to-do list first.

## Key tasks in the role:

- Co-ordinate project activity within our graduate recruitment and employability projects
- Review and shortlist large volumes of video interviews and applications
- Co-ordinate project communication with a wide range of stakeholders
- Manage and implement data driven projects e.g. GERM
- Produce reports involving complex data sets
- Become expert level on our project-critical systems, and support the rest of the team in their use
- Work with large scale spreadsheets
- Assess at assessment and development centres, including leading briefings of other assessors (training provided)
- Network at conferences and events
- Undertake other such duties as are relevant to the nature of the post

For further information/ an informal discussion about the role please contact Natalie Emmanuel on [natalie.emmanuel@gradcore.co.uk](mailto:natalie.emmanuel@gradcore.co.uk)