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## **Project Coordinator (early talent and higher education)**

**£20,000 - £22,000 per annum plus profit share,  
comprehensive reward package and pension**

**Location: Sheffield**

**Closing date for applications: Sunday 6<sup>th</sup> January 2019 (midnight)**

**Asynchronous video interview: Monday 7<sup>th</sup> January -Thursday 10<sup>th</sup>  
January**

**Interview date: Monday 21<sup>st</sup> January 2019**

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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, managing and delivering client projects. Delivering fun and engaging workshops to students and graduates together with being a data and systems specialist will also be a substantial aspect of the role

### **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 with substantial experience in project co-ordination and delivery. You will need to be highly organised, and not daunted by the prospect of managing a number of different projects at any one time. You will also be comfortable sifting and reviewing large volumes of job applications and video interviews. You're somebody that can work at pace, whilst retaining quality, and will do the hours to get the job done. You're also happy to travel nationally (and internationally) according to business requirements.

A fun and confident presenter, you will feel at home delivering workshop content to students and graduates to develop and enhance their employability skills and job-hunting prospects.

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 clients 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 competing 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 curious to seek out opportunities for improvement for yourself, the business and clients through identifying better ways of working during and after project delivery. You 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 Graduate Outcomes or TEF data.

### We know our stuff

You understand and have experience in your industry, whether it is graduate recruitment, higher education or both – and more importantly always seek to boost your knowledge through reading, networking and training. 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
- Co-ordinate project communication with a wide range of stakeholders
- Review and shortlist large volumes of video interviews and applications
- Deliver fun and engaging workshops to students and graduates
- Create and develop new materials and content for workshops and projects
- Manage and implement data driven projects
- Produce reports involving complex data sets
- Become expert level on our project-critical systems, and support the rest of the team in their use
- Willingness to learn and adapt to new technologies to enhance our delivery
- Work with large scale spreadsheets effectively and efficiently

- 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

Please download the job description and person specification for more details.

Apply now via: <http://bit.ly/pcdec18>

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)