

# Project Coordinator

**Position type:** Full-time, permanent

**Reports to:** Business Development Manager

**Salary:** £27,000

**Hybrid role, based in Birmingham with the expectation of 3 days per week in the office**



## 1. ABOUT UNITED BY 2022 CHARITY

United By 2022 Charity was established to carry forward the legacy of the Birmingham 2022 Commonwealth Games — a transformative event that showcased the power of community, inclusion, and civic pride. Born out of the Games, our mission is to champion the West Midlands by creating lasting impact through community engagement, our work with young people, social value, and volunteering.

Our vision is to make the West Midlands a recognised centre of excellence in these areas, ensuring that the energy and spirit of 2022 continue to benefit people and places across the region. As we move into our next chapter, we are focused on building a sustainable and scalable model that deepens our impact, unites communities, supports a thriving place-based volunteer workforce and creates opportunities for young people across the Region.

Looking ahead, we remain committed to making the West Midlands a leading destination for major events — powered by local pride, empowered communities, and a shared commitment to lasting change.

## 2. JOB PURPOSE

The purpose of the Project Coordinator is to support the organisation across a range of projects, providing administrative, project management, and coordination support. The postholder will be highly organised, project coordination minded, with prior experience of administration.

They will provide coordination support across different projects, undertaking administration support and coordination, engaging in light research, data collection, evaluation, and reporting.

If you have an interest in project management, administration, and charitable impact, United By 2022 can provide support for enhancing your skills. This position entails a range of general duties that encompass these key areas of focus.

## 3. KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Support the planning and delivery of projects, providing strong administrative skills to support effective and efficient working.
- Support on contract management, invoicing, purchase orders and associated reporting.
- Support overall planning and delivery, for example, updating GANTT planning charts and tracking key milestones for projects and outputs.
- Organise project meetings, take notes, manage meeting schedules and ensure all materials and information are in place to meet project timelines.
- Provide support, such as data gathering, collecting case studies, reports and collating participant information, to feed into evaluation.
- Develop and maintain strong team relationships across United By 2022 to ensure the successful cross-functional planning and delivery of the projects and partnerships.

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- Manage the collection of data from internal and external stakeholders to support social impact measurement.
- Support initiation of new projects by completing necessary compliance and admin checks.
- Perform other duties as required or assigned which are reasonably within the scope of the duties in this job description, including the support of the wider United By 2022 team.

## 4. PERSON SPECIFICATION

Skills and Experience Required		
Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Minimum level 2 qualifications in Maths and English Language.</li></ul>	<ul style="list-style-type: none"><li>• Higher Education qualification / Degree in a relevant field, i.e., management, administration</li></ul>
Skills & Ability	<ul style="list-style-type: none"><li>• Administration, organisation &amp; project coordination skills.</li><li>• Strong IT skills in relevant packages – i.e., Excel, Word, PowerPoint and Outlook</li><li>• Excellent communication and interpersonal skills</li><li>• Ability to build relationships.</li><li>• Comfortable working as part of a team as well as independently.</li><li>• Strong written communication, relevant for both the preparation of documents and external stakeholder communications.</li><li>• A strong 'can do' and 'problem solving' attitude.</li><li>• Ability to effectively manage workload and meet targets within tight deadlines.</li></ul>	<ul style="list-style-type: none"><li>• Experience of using Microsoft SharePoint.</li></ul>
Knowledge and Experience	<ul style="list-style-type: none"><li>• Experienced in working in a fast-paced, busy environment.</li><li>• Prior experience in project coordination &amp; administration in a busy team.</li><li>• Or the ability to demonstrate transferable skills from another sector.</li></ul>	<ul style="list-style-type: none"><li>• Proven effectiveness in delivering in a similar role and ability to learn and adapt.</li></ul>

Personal Qualities	
Teamwork	<ul style="list-style-type: none"><li>• Embraces diversity and displays respect and loyalty to colleagues, the organisation and partners;</li><li>• Engages effectively, and is helpful and supportive towards others;</li></ul>

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	<ul style="list-style-type: none"> <li>• Highly collaborative, taking the time to engage with and support team members;</li> <li>• Reliable and committed to success of the team;</li> <li>• Embraces change and is adaptable;</li> <li>• Able to multitask and willing to take on additional roles and tasks;</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Effective communicator at all levels, approachable and knowledgeable;</li> <li>• Confident and clear presenter, makes effective contributions effectively in meetings</li> <li>• Open and transparent but also maintains trust and confidentiality;</li> <li>• Prepared to challenge information and bureaucracy;</li> <li>• Embraces and absorbs new information;</li> <li>• Comes up with ideas and communicates these to others;</li> </ul>
<b>Commitment and results delivery</b>	<ul style="list-style-type: none"> <li>• Displays the highest levels of integrity and commitment with an ability to deliver excellent results;</li> <li>• Plans ahead, manages time effectively and prioritises well;</li> <li>• Meets milestones and is committed to achieving a positive result;</li> <li>• Deals with ambiguity, flexible and creative in approach to delivery;</li> <li>• Resilient and positive through change and adapts to a changing environment;</li> <li>• Takes accountability and ownership of tasks and problems;</li> <li>• Tenacious and seeks to overcome obstacles and challenges;</li> <li>• Uses initiative to resolve matters within control and understands when to escalate;</li> <li>• Sees the bigger picture, understands how individual and teamwork contribute to it;</li> <li>• Follows rules and guidelines;</li> <li>• Provides quality work that is fit for purpose;</li> </ul>
<b>Motivation and drive</b>	<ul style="list-style-type: none"> <li>• Self - motivated and proud to be part of the experience;</li> <li>• Commitment to partnership working and collaboration;</li> <li>• Professional, polite and approachable manner;</li> <li>• Positive attitude and optimistic;</li> </ul>