

Job Description:   
IT Project Coordinator

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| Function: | TDDI (Technology, Data, Digital & Innovation) Delivery | |
| Job: | IT Project Coordinator | |
| Position: |  | |
| Job holder: |  | |
| Immediate manager  (N+1 Job title and name): | Portfolio Manager / Demand Manager | |
| Additional reporting line to: | None | |
| Position location: | TDDI Department – Salford or London / Home Based (Hybrid) | |
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| Purpose of the Job | | |
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| Organisation chart: |
| Project Coordinator  Head of Portfolio  Portfolio Manager / Demand Manager |
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| **Context** |
| * Responsible for the planning and co-ordination of multiple small projects (e.g. IT mobilisation / deployments, work requests and managed changes. * Support Project Managers with the implementation of more complex projects and programmes. * Adherence to the TDDI Project Management governance framework, following defined processes and procedures using the mandated tools and templates, unless otherwise agreed. * Occasional travel to other Sodexo offices and /or sites will be required. * As a Hybrid Worker, the role offers flexibility for Sodexo office and home-based working. The split between office and home, will be agreed with the Head of Portfolio. * Expected to adhere to all applicable business policies, including Information Security Policy, Health & Safety, etc. * The UK TDDI function is part of the wider Sodexo Global TDDI organisation. |

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| Responsibilities |
| This position offers an exciting opportunity to contribute to the successful delivery of projects within a dynamic and collaborative team environment.   * Liaising directly day-to-day with Business Relationship Managers, Demand Manager and Project Managers to assess new work requests and update on in-flight changes. * Maintaining up-to-date project files. * Providing weekly progress reports. * Liaising with internal and external stakeholders throughout the change lifecycle. * Ensuring adherence to agreed-upon processes and governance standards. * Reviewing, executing, and monitoring project activities, addressing delivery challenges and scope development to meet customer expectations. * Supporting after-action reviews and implementing lessons learned. * Collaborating with the wider TDDI colleagues to control works, ensuring health & safety compliance and adherence to budget and time constraints. * Assisting Project Managers in identifying, mitigating, and managing project risks and ensuring legal and compliance standards are met. * Providing effective organisation, coordination, and planning support. * Ensuring Project Managers have the necessary support to complete projects on time and within contractual timescales. * Ensuring project quality, customer satisfaction, and on-time delivery for all undertaken projects. * Assisting Project Managers in day-to-day administrative tasks, including preparing ad hoc quotes, presentations and ensuring that purchase orders are processed and paid. * Conducting weekly meeting presentations and minute-taking. |

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| Main Assignment |
| * Project Initiation and Management: Take ownership of new work received through the Demand process. Coordinate project initiation activities, including setting up project files, establishing timelines, and collaboratively allocating resources as needed. * Documentation Management: Maintain up-to-date project files aligned with PMO governance and standards. * Progress Reporting: Provide weekly progress reports to stakeholders, summarising project status, milestones achieved, and upcoming tasks. Ensure accurate recording of weekend works in the project tracker. * Stakeholder Communication: Act as a primary point of contact for stakeholders. * Project Execution and Monitoring: Review, execute, and monitor project activities, addressing delivery challenges and scope development to best achieve client goals. * Risk Management: Assist in identifying, mitigating, and managing project risks. Work closely with Project Managers and TDDI Colleagues to ensure works meet all legal and compliance standards, including health & safety regulations. * Administrative Support: Provide day-to-day administrative support to Business Relationship Managers and Project Managers including preparing ad hoc quotes, presentations, and meeting materials. Assist in minute-taking during weekly meetings. * Quality Assurance: Ensure project quality, customer satisfaction, and on-time delivery for all undertaken projects. * These main assignments form the core responsibilities of the Project Coordinator role, contributing to the successful planning, execution, and delivery of projects within the TDDI environment. |

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| Person Specification |
| Essential:   * Holds a professional qualification (or studying to achieve). * At least 2 years’ experience working as a Project Coordinator, Business Analyst, or similar, in either a PMO environment or supporting Project Managers to deliver projects. * Ability to plan tasks and work in an organised way. * Experience of providing support to stakeholders and of working with customers. * A team player with the ability to command respect to create a sense of community amongst the members of the project teams. * Excellent communication skills both verbal and written.   Desirable:   * Educated to Degree level or invests in personal development within the profession. * Full Driving License and valid passport * Security Clearance (May need to obtain SC security clearance) |

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| Competencies | |
| * Customer Focus * Ensures Accountability * Communicates Effectively * Collaborates | * Builds Effective Teams * Drives Results |