



**Project Support Coordinator**  
**Salary: £30,000 - £34,000 p.a.**  
**Base – Cambridge/Peterborough**

YTKO provides innovative, award-winning business and finance support for start-ups and for growth-ambitious SMEs in both the public and private sector. We have a long and distinguished track record of delivering tangible bottom line results for our clients and are proud of our heritage of absolute equality and diversity in our business base.

Our services are delivered through a blend of training workshops and peer2peer action learning cohorts (online and face to face), 1:1 business coaching, mentoring, e-learning, and commercial consultancy. We are now looking for exceptional people for a significant expansion of our team in the Cambridge and Peterborough region.

**Main Responsibilities:**

Our Project Support Coordinator will have a range of responsibilities and sit at the heart of the project team do what it takes to further the success of the project and of YTKO.

The key function of this role is to support the team to deliver agreed contractual activity and outputs on time and on budget. You will develop and manage relationships and procurement frameworks with suppliers and play an active role in accurately monitoring systems and processes, looking for opportunities to make improvements to increase efficiency.

You will be required to deliver an excellent level of service at all times to clients, subcontractors and funders, as well as building and maintaining strong working relations with a range of key stakeholders.

Strong organisational skills are required to effectively coordinate the delivery schedules for the team and preparing materials for workshops and meetings. You will be responsible for the collection, checking and accurate recording of project and client data onto our CRM system.

Checking all output forms, output evidence and invoices for errors, omissions and appropriate descriptions of expenditure will be required, as well as providing ongoing support to the Programme Director in establishing the project in the Cambridge/ Peterborough area.

Events administration plays a key part in this role, and you will be required to work closely with the marketing team to arrange events - setting up online or face-to-face events, booking venues, managing attendees, promotion using Eventbrite and arranging event marketing collateral.

You will be first point of contact for all telephone and email enquiries from partner organisations, referral networks and prospective clients, acting as support for the delivery team.

## **What sort of person are we looking for?**

Key to our success is the experience and expertise in our teams. The Project Support Coordinator must be able to establish respect and trust with a wide range of staff and stakeholders at all levels, with the ability to deal with a range of personalities. You'll be confident with first class interpersonal skills, sensitivity, persuasiveness, clarity, passion and diplomacy.

You'll be an enthusiastic, outgoing, cheerful kind of person who thrives in a fast-paced environment, with demonstrable skills to lead, motivate and empower the team to excel in their work, and open to learning from other projects and the wider YTKO team, you'll be focused on surpassing our project goals.

This position requires strong interpersonal skills, an entrepreneurial team player, and the desire and ability to work effectively and consistently at rapid pace, under pressure. You'll be a real hands-on self-starter, prepared to do whatever it takes to deliver a successful project and a great impact for clients.

You'll be enthusiastic, highly motivated, confident and articulate, but also have an eye for detail when working on the CRM system and collating evidence. You'll really enjoy being part of a cohesive, focused team and be driven by achieving high quality results. A real self-starter with initiative, drive and entrepreneurialism is required for this role, you will be ready to roll up your sleeves and do what it takes to further the success of the project and of YTKO.

Personal and cultural fit, and future potential, are every bit as important as your track record. Applicants with previous business support experience are desired for this position.

Excellent written and oral English and strong IT skills are a must.

If this sounds like you, please download and complete our application form, and send it to us. There is no closing date, we will interview and make appointments as soon as we find excellent candidates.

The YTKO Group is an equal opportunity employer, and positively welcomes applications from all candidates fulfilling the job requirements, regardless of race, age, gender, sexual orientation, religion or disability.