



JOB DESCRIPTION

Role:	Project Support Coordinator– Construction
Location:	Devon (Exeter/Plymouth office)
Contract:	Full time, fixed term contract until 30 September 2023
Salary:	£22,000 p.a. depending on skills and experience

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 business growth 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 a Project Support Coordinator – Construction to join our busy team.

Overview of Role:

The Project Support Coordinator – Construction will provide support across several projects relating to construction training and supply chain development. These projects are funded by a number of different public sector bodies but are all tied to the improvement of the construction sector supply chain through skills and employment.

One of the main projects which the successful candidate will be involved in is the Digital Enablement for Small and Medium Enterprises (DESME). This is a European Social Fund (ESF) programme to address the leadership and digital skills issues, which are undermining the construction sector, across the transition area of the Heart of the South West region. As a project, we will be engaging with SME and micro construction businesses to better understand the barriers to investing in leadership and digital training.

Please note that this is a development role with support and guidance being provided to the successful candidate.

The key to our success is the experience and expertise in our teams. You'll need demonstrate a good understanding of, and absolute commitment to, diversity and equality, and share our passion for the culture, vision and aims of YTKO. You'll enjoy being part of a cohesive, focused team and delivering the highest quality results. Ensuring the YTKO ethos of client-focused delivery, innovation and value-add is demonstrated to clients, partners, funders and stakeholders is a key part of our culture.

This position requires strong interpersonal skills, for you to be a team player with the desire and ability to work effectively and consistently at rapid pace, even under the pressure of deadlines. 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.



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You'll be enthusiastic, highly motivated, confident and articulate, but also have a keen eye for analysing the detail. You should be confident in managing your own workload effectively and be driven by achieving high quality results.

Personal and cultural fit, and future potential, are every bit as important as your track record. You're likely to be looking to take a step up in your career and work for a creative, entrepreneurial company.

Specific Duties:

- Managing relationships with training providers and construction employers to support delivery of the Building Growth South West training programmes
- Ensure that our client evidence records and CRM system are complete, accurate and up to date, and provide high-quality, timely, accurate and intelligent reporting in line with contract requirements
- Ensuring that training delivery is of a high quality across the subcontracted training providers
- Delivering research activities: interviewing businesses, running workshops and compiling research reports
- Supporting the Project Manager across different construction programmes including Building Growth SW
- Working closely with the Marketing and Stakeholder Coordinator to attend promotional events to engage stakeholders and potential learners
- Proactively develop efficient, trusted and effective working relationships at appropriate levels across a wide range of public and private sector partners and stakeholders, particularly with key partners and represent the service through attending relevant forums and meetings
- Deliver excellent client service at all times to funders and partners. The maintenance of our quality standards and building of a strong reputation is of great importance, especially as a new provider in the area.
- Proactively seek to add value to the service, our clients, funder and partner, and the YTKO Group as a whole.

Please note the Project Support Coordinator – Construction may also be called upon to complete a range of other duties for YTKO Group, as reasonably required.

PERSON SPECIFICATION:

Essential:

- Knowledge of the construction sector
- Experience of working in the skills or training sector
- Excellent attention to detail and strong communication skills
- Ability to manage different tasks
- Experience of working with different groups of learners and supporting their needs
- Flexibility, adaptability and a willingness to embrace change and development
- Excellent written and spoken English and highly IT literate, with Excel, Word, and PowerPoint

Desirable:

- Graduate or similar industry experience
- Experience of delivering research activities and reports
- Experience of working with FE colleges or sector skills councils
- Knowledge of public sector funds such as CITB, Adult Education Budget, European Social Fund, European Regional Development Fund etc.
- Experience of delivering high quality presentations to small and large audiences
- Experience of working with hard to reach communities
- Some knowledge of the South West construction or skills landscape
- An experienced networker with a network of contacts within relevant sectors.

If this sounds like you, please click the “Apply Online” button on our website and complete our application form.

YTKO has a strong value set to which all our team have contributed to and demonstrate on a daily basis. We welcome applications from all candidates fulfilling the job requirements, regardless of race, age, gender, sexual orientation, religion or disability, firmly believing that a diverse and inclusive team, underpinned by a great, flexible culture, is fundamental to our success.



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