

JOB DESCRIPTION - Projects & Relationships Coordinator

About us

Collaborate CIC is an innovative social consultancy building the thinking, culture and practice of collaboration to help us meet the challenges of today, together. We work towards a vision of a collaborative society - one that is equitable, caring and sustainable.

To achieve this vision, we act as transformation partners to public and voluntary sector organisations. We do this by helping to put people at the centre of their work, create shared vision, develop collaborative and system leadership skills, engage with civil society, local people and service users, and understand the importance of learning.

To date, we have helped organisations including the Ministry of Justice, Save the Children UK and a wide range of NHS, local government and civil society organisations to do this work.

Ultimately, we believe that people and organisations can create a better future together than they can alone, and we bring this conviction, blending it with cutting-edge thinking, to all our work.

About the role

Collaborate is looking for a Projects and Relationships Coordinator who will play a key role in managing our exciting work programme. Proven project management and people skills will be matched with a passion for social change.

Through your organisational skills and your communication internally and externally, you will be vital to the smooth-running and high-quality delivery of our projects.

You will work with various members of the team, being part of a number of different internal project teams, working on projects with different areas of focus across the spectrum of Collaborate's work, that might include: the environment, mental health, early years education, prison rehabilitation and much more.

Managing the whole project process, your day-to-day role will include, (but is not limited to):

Project management

- Coordinating several projects, facilitating the team members to deliver quality work on time
- Helping develop and track progress towards project plans and budgets - responding to change and being proactive to identify potential problems to timings or budget and working with the project team to find solutions
- Coordinating project meetings, capturing key decisions and actions for the team and giving reminders

Relationship management

- Being a point of liaison for the project on behalf of Collaborate, ensuring that internal and external stakeholders are informed about project updates and timeline
- Being comfortable dealing with people more senior than yourself, internally and externally, and adapting your communication to your audience
- Interacting with clients, partners and networks to make connections and build relationships
- Liaising to organise events, workshops and interviews, being mindful of the different contexts of the individuals involved

Project delivery

- Supporting the design and delivery of workshops and events
- Preparing appealing client presentations and project reports, ensuring high quality consistency of style and formatting
- Contributing to research (desk research, interviews and focus groups), compiling and analysing findings

Your skills

We don't expect that you will already have experience of doing all of the tasks above. We believe in appointing based on potential rather than simply on past performance. You should have some demonstrable experience in the skills below, which could come from a combination of work, voluntary and/or personal experiences.

You could be the right person for this job if you're:

- Highly organised, good at prioritising multiple (and sometimes complex) tasks and managing your time to complete them
- An excellent communicator (verbally and in writing), judging tone appropriate to the circumstance and being confident in dealing with people at all levels
- Keen to solve problems, proactive in identifying them and in making recommendations to deliver improvements
- Happy working in a strong team culture, building different relationships and being responsive to the dynamics of different teams
- Comfortable working with numbers
- Confident on different computer applications and platforms and quick to pick them up or to adapt to changes

- Passionate about improving outcomes and experiences of the public and curious about how to achieve that goal. You are likely to have interests in issues that affect society and perhaps already have some experience (be it personal/professional/voluntary) in trying to achieve social change

Important to know:

- Salary range: £25-30,000
- Location: we're a London-based office, but open to explore remote or hybrid working arrangements, with some travel to London
- Working hours: part-time or full-time, open to exploring flexible working requests that match organisational needs with personal needs/preferences
- Additional holiday over Christmas, on top of 25 days' holiday and bank holidays
- Pension contribution
- Options for multi-purpose loans, bike-to-work scheme, eye tests, enhanced parental leave pay and we're open to exploring more...
- Being part of an inclusive, team-led, learning environment!

Next steps

Firstly, we would like to invite you please join our [Information and Question & Answer Webinar](#), where you will be able to hear a bit about Collaborate, why we're recruiting and more about the role and what sort of person we think would suit it, as well as answer your questions.

- [Apply here](#) before midday Monday 22nd May. You'll answer questions that are related to your interest in this role and your experiences and skills that would help you to do it. After the job closes, your answers will be anonymised, randomised and then reviewed by a panel of reviewers to ensure that every application is treated fairly and without bias.
- First interviews 12-15th June: you will meet 2 members of the team to discuss your experience and skills and to complete a short task.
- Second interviews 19-21st June: the opportunity to meet 2 more members of our team and to talk about you and the role with us further.
- We hope to make an offer by mid-end June!

Also, we love giving and receiving feedback, so at the end of the application process you'll receive insights into how well you performed and be invited to give anonymous feedback to us, or feel free to reach out to us to give more personalised input.

We are an equal opportunities employer

Collaborate supports flexible working and enables the potential for growth within this role and the organisation.

We seek to be a genuinely collaborative organisation, sharing ideas and decisions across the team through weekly team meetings and regular learning sessions. We collectively consider our broader strategy, examine and share learning across our projects, and explore how we might develop our work and our thinking.

As a Living Wage employer, we believe in paying our team fairly and are committed to promoting equity of opportunity for all. We aim to create an inclusive working environment in which all individuals are able to make the best use of their skills and are enabled to thrive.

We actively welcome applicants from those with identities and experiences who are underrepresented in our organisation, recognising that diversity of perspective supports innovation and develops fairness and equity in our society.

Please email [Hannah](#) if you have questions.