



European Union

European Regional
Development Fund



LWARB
London Waste and Recycling Board

ERDF- Project Coordinator
London Waste and Recycling Board

Title of post:	ERDF Project Coordinator
Reports to:	Business Advice Manager
Key Contacts:	ERDF Managing Authority (GLA). Advance London team. Business support service providers.
Job Grade:	Grade 5; £34,056-£37,685
Pension:	Voluntary employee's contribution matched by employer up to 3% of salary
Period:	Fixed term – 2 year contract (depending on starting date)
Hours	Full Time – 37 hours a week
Annual Leave	30 days
Location	The officer will be based at the LWARBs Offices at 169 Union Street, London, SE1. Travel to events across London might be required on a regular basis.



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Main purpose of job:

To support in the project management of an ERDF funded, SME business support project. The person will be responsible for the update and monitoring of the project plan and will support a team of Business Advisors, particularly in the delivery of workshops, events and other ad hoc activities as required. The candidate will ensure that the project delivery is ERDF compliant. The person will be responsible for meeting the ERDF reporting requirements and preparing all the necessary information required for funding claims. They will be the main liaison contact for the ERDF Managing Authority. They will be required to collect, report and manage the necessary data and document management processes to ensure the correct information is made available for ERDF audits. Previous experience of working on ERDF project is desirable. Advance London is partly funded through the European Regional Development Fund.

Main accountabilities:

Report on and Monitor Programme's Progress

- Proactively establish, in consultation with the Advisory team, internal processes and project management tools that would optimise and facilitate internal processes for reporting against quarterly/annual targets (i.e. excel spreadsheets and dashboards, API forms)
- Prepare quarterly financial and output claims to the to Managing Authority (GLA) and ensure that all invoices are raised promptly by working with the finance team
- Effectively manage the process of output related evidence collection
- Manage and monitor the project budget in consultation with the Business Advice Manager, producing scheduled forecast and spend reports
- Production of internal and external project reports
- Keep track of the risk and issues register, identifying and capturing risks and issues as they arise and ensuring this is shared with the Business Advice Manager in a timely manner.
- Liaise with Managing Authority (EPMU/GLA)

Maintain CRM platform

- Regularly update the CRM platform (Zoho) on the basis of evolving team needs
- Develop interactive, web-based forms (APIs) that feed into the CRM platform
- Conduct regular spot-checks to ensure that the database is clean and updated by team members

Manage Procurements

- Lead on any procurement processes in compliance with ERDF's guidance documents



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- Lead on all administrative elements with any sub-contractors appointed as a result of procurements undertaken

General Tasks

- Document management processes and systems
- Ensure, in collaboration with the Business Advice Manager and the advisory team, that all relevant ERDF guidance is harmoniously reflected in the project's implementation strategy and publicity materials
- Ensure timesheets for LWARB staff are completed
- Support the advisory team in various marketing activities (incl. arranging events and workshops). This will include events outside working hours.
- Manage the registration process for events and post-event follow-up activities
- Arrange quarterly Advisory Group meetings
- Ensure that all support-related documentation is collected, is up-to-date and is properly stored until the programme's completion
- Update the programme's website with content that the Advisory team is producing on a regular basis

Other Duties

- To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job
- Carry out all tasks and allocated work within agreed timescales and budgets

Knowledge, skills and experience	Essential	Desirable
1. Experience in coordinating projects including timelines, budgets and procurement related activities with the ability to accurately analyse and interpret data to inform project decisions.	X	
2. Experience in establishing internal business processes for the collection and reporting of operational data and the monitoring of progress against KPIs	X	
3. Attention to detail and good organisational skills	X	



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4. Ability to manage complex expectations and communications with various internal and external stakeholders	X	
5. Ability to successfully manage a variety of tasks to deadline and to work calmly under pressure	X	
6. Flexibility and ability to adapt to a fast-paced programme in the SME environment	X	
7. Experience in setting-up and maintaining CRM platforms	X	
8. Experience in administering European Union funded projects.		X
9. Event organisation and planning skills		X
10. Experience in updating websites and managing social media accounts.		X