

Job Description



1. Job details

Job title:	Project Co-ordinator Fixed term to 28 February 2026
Team:	Resources
Post number:	P03037
Hours per week:	Up to 27
Grade:	Band 4
Base:	Town Hall, Lymington
Accountable to:	Grants Officer
Responsible for:	N / A
Budget Responsible Officer (BRO):	No
Car user:	Casual
Politically restricted:	No
Disclosure and Barring Service (DBS) check required? (Determined via – Find out which DBS check is right for your employee - GOV.UK)	No
Membership of professional body required:	No
Key liaisons:	New Forest National Park Authority (NPA) staff, NPA members, partner organisations and funders

2. Role summary

- 2.1 To co-ordinate delivery of an externally funded project.
- 2.2 To work with specialist NPA staff and liaise with and support a full range of partner organisations.

3. Main duties and responsibilities

- 3.1 Work with delivery partners and project officers, both internal and external, to help co-ordinate delivery of the project. This may involve spending time off site with partner organisations.
- 3.2 Set up a reporting framework for delivery partners to monitor actions and request and collate monthly reports. Prepare draft reports for approval outlining progress against the timetable, approved purposes, risk management procedures, procurement, cashflow, and match funding.
- 3.3 Set up and administer bi-monthly online or face-to-face meetings for the Project Board. Agree an agenda and brief the Chair of the Project Board in advance of each meeting. Take minutes of the meetings including a written record of Board instructions, and other administrative functions such as booking venues and organising refreshments.

- 3.4 Draft and submit grant claims to the funder via their online portal and act as a central point of contact for all queries and correspondence.
- 3.5 Ensure that all meetings and correspondence are recorded for auditing purposes.

4. Problem solving

- 4.1 Able to solve problems relating to day-to-day delivery of externally funded projects such as queries on the terms and conditions of funding, financial claims, approved purposes, and project outcomes and variation.
- 4.2 To recognise the need to raise any major concerns, issues, competing interests, or opportunities conveyed by delivery partners with more senior NPA managers.
- 4.3 Able to manage the administrative functions of projects.
- 4.4 A commitment to the highest standards of customer care and appropriate prioritisation of work.

5. Decision making

- 5.1 The Project Board and Line Manager set targets and objectives for the project and role.
- 5.2 Act on own initiative and take day-to-day decisions related to the delivery of the project and partnership's objectives. In the line manager's absence, other decisions outside of the post holder's own knowledge area should be referred to other senior managers.

6. Operational responsibility

- 6.1 To support all partners, including the NPA, to achieve their agreed outcomes and approved purposes within the project.
- 6.2 Awareness and understanding of risks within the risk register relating to the project and highlighting to senior staff when they have changed, for example, timeline/deadlines slippage, unpaid contractors etc. Guidance is provided by a risk register.
- 6.3 Access to sensitive and confidential information relating to the project requiring a clear understanding of why such information is not in the public domain.

7. Communication

- 7.1 The post holder will be expected to communicate effectively across the NPA, to provide support to staff and liaise with external suppliers, contractors etc.
- 7.2 Excellent communication skills both oral and written are required with the ability to adapt methods of communication to the needs of the audience/recipient. Direct communication of agreed information/messages with community groups, partners, national agencies, and members will be required.
- 7.3 Internal 50% External 50%

8. Working conditions

- 8.1 The majority of the work is home/office-based but there will be travel required for meetings within and just beyond the boundary of the National Park.
- 8.2 The position may involve contact with people with differing views to the NPA's policies, plans and objectives.

9. General

- 9.1 The post holder must at all times carry out their responsibilities with due regard to NPA policy and procedures.
- 9.2 All staff have a responsibility to participate in the NPA Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

13. Job description agreement

- 13.1 The above Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's
signature:**

Date _____

**Manager's
signature:**

Date _____

Person Specification

Project Co-ordinator

Criteria	Essential	Desirable	Assessed by
Education / qualifications			
Good general education to GCSE level (or equivalent) or comparable in terms of experience	Y		A
Project management qualification		Y	A
Experience			
Experience of project delivery and co-ordination	Y		A / I
Administration experience of organising and attending meetings and associated tasks e.g. minute taking / booking venues and resources	Y		A / I / T
Experience of managing budgets		Y	A / I
Experience of liaising with a broad range of stakeholders	Y		A / I
Good IT skills and experience of using Microsoft systems including Word, Excel, Outlook with ability to adapt to new systems	Y		A / I / T
Knowledge			
Interest or experience in general environmental issues e.g., land management, nature conservation, volunteering, etc.		Y	A / I
Experience of systems for recording, monitoring, and reporting project information	Y		A / I
Skills			
Good communication and excellent people skills	Y		A / I
Excellent written communication skills including clear concise report writing style and taking minutes	Y		A / I
Good organisation skills with proven ability to manage conflicting demands and resolve issues	Y		A / I
Strong attention to detail	Y		A / I / T
Impact and attributes			
Ability to understand the need to treat sensitive information confidentially	Y		A / I
Political awareness in sensitive situations	Y		A / I

Evidence assessed by key: A = Application form
I = Interview
T = Testing / assessment / presentation