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| Company | Duchenne UK |
| Job Title: | Project Coordinator |
| Term: | 4-days a week or full time, permanent |
| Salary: | 30-35K (full time salary) |
| Reporting to: | Director of Research |
| Location: | Duchenne UK offices, Shepherd's Bush, London |

Background

An exciting opportunity has come up to join our team and to play a key role in helping Duchenne UK (DUK) further its work to find effective treatments for Duchenne Muscular Dystrophy (DMD).

DMD is a muscle wasting disease and is the most common and severe form of genetic muscular dystrophy. There are limited treatment options and no cure. In the UK there are around 2,500 boys affected and around 300,000 worldwide.

As the UK leading DMD medical research charity, we've committed £17M to date to the fight against DMD. We're funding ground-breaking scientific research to find more effective therapies for DMD and to drive transformative technologies to improve quality of life of people living with DMD.

Job purpose

The role's core responsibility will be to support the management of the DUK project portfolio, through robust project administration and compliance with internal project management processes and governance.

The purpose of the role is to ensure robust tracking and progression of all portfolio projects, through project planning, monitoring, and problem solving for delivery to time, quality and budget.

The Project Coordinator will be highly collaborative and work closely with DUK colleagues in the finance and fundraising teams to ensure effective project management and delivery from project set-up through to project closure stage.

Job Description

Main duties and responsibilities

DUK project portfolio

- Be responsible for project tracking to ensure the desired results are achieved and projects are delivered to quality, time and cost.
- Provide regular communication on all project matters including updates and project reports, as requested and relevant, and ensure all key internal and external stakeholders are always well-informed and satisfied.
- Record and track all project information. Input, update & maintain project documentation in the appropriate folders on DUK's sharepoint.
- Ensure collaborative coordinated teamwork, with fundraising and finance managers.
- Organise and facilitate project team meetings where required. Document and follow up on important actions and decisions from meetings.

- Ensure compliance with the project management framework and processes.
- Identify project risks, issues and actions, and escalate to management as needed.
- Support the collection of portfolio data across for DUK KPIs, board updates and to support the DUK annual impact report.
- Build relationships with external partners and maintain regular communication through the project life cycle.

Research governance and processes

- Work with the fundraising manager and the finance manager to maintain and improve, as relevant, internal processes for project management, including effective monitoring and tracking systems.
- Support the Director of Research in project set up administration
- Support the Director of Research to ensure compliance with the Association of Medical Research Charities (AMRC) requirements, such as contributing to annual data collection and surveys.

Other Requirements

- Occasional working outside of office hours for key events and activities.
- Undertaking any other duties which are required and are commensurate with the role of Project coordinator.

Qualifications, skills and experiences

Required:

- Experience of working in a PMO or Coordination of Projects in a supporting role where attention to detail, organisation, monitoring/tracking, following processes are essential.
- Excellent IT skills, to include MS Word, MS Project, MS PowerPoint and MS Excel.
- Experience of reporting of progress against plans and budgets.
- Collaborative working style, able to work well independently and in a team environment.
- Excellent communication skills
- Proactive, self-motivated, flexible and enthusiastic team player who can also work independently contributing to the development of a positive, can-do culture.
- Exceptional organisational skills, including attention to detail and record keeping.
- Ability to multitask along with good analytical and reasoning skills.
- Excellent interpersonal and communication skills both written and verbal.

Desirable

- Evidence of project management experience
- Experience in internal and external management of partners and stakeholder relationships

Apply for this role: Please send your CV and cover letter (max 1 page) to dala@duchenneuk.org