Graduate Project Coordinator	Job Description

ENERGYOASIS
Intelligent Zero Carbon Solutions

Reports to:	Director
Location:	Harrogate

Scope of the role

Energy Oasis is a carbon reduction and sustainability consultancy and project management firm based in Harrogate, working around the UK with various commercial clients from a broad range of industry sectors.

The Project Coordinator is responsible for assisting in the planning, execution, and completion of projects. The role involves coordinating various project tasks, communicating with team members, tracking project timelines, and ensuring that projects are completed successfully within budget and, to schedule.

Main responsibilities include:

- o **Project Planning:**
    - o Assist in developing project plans, timelines, and budgets.
    - o Collaborate with the technical and operations team to define project scope and objectives.
    - o Monitor and track project progress against established schedules.
- o **Coordination:**
    - o Facilitate communication amongst team members, stakeholders, and other relevant parties (internal and external).
    - o Schedule and organise project meetings, ensuring all necessary participants are involved.
    - o Track and record project progress and stakeholders regularly.
- o **Documentation:**
    - o Maintain accurate and up-to-date project documentation, including project plans, reports, and meeting minutes.
    - o Ensure proper version control and organisation of project-related documents.
- o **Project Development:**
    - o Assist in the development of renewable energy projects, including site selection, permitting and design.

- o **Client Consultation:**
    - o Communicate effectively with clients by understanding their requirements and expectations.
    - o Support the Project Manager and wider team with technical data supplied to the client.
- o **Stakeholder Consultation:**
    - o Communicate effectively with internal and external stakeholders to gather project requirements and expectations.
    - o Coordinate and facilitate regular project meetings to update stakeholders on project status and any concerns.
- o **Budget Monitoring:**
    - o Collaborate with the finance department to monitor project budgets and expenses.
    - o Identify and report any budget variations, providing recommendations for corrective actions.
- o **Risk Management:**
    - o Identify potential project risks and develop mitigation strategies.
    - o Regularly assess and update risk registers, ensuring proactive risk management throughout the project lifecycle.
- o **Quality Assurance:**
    - o Ensure that projects adhere to established quality standards and regulatory requirements.
    - o Liaise with the Health and Safety stakeholders (internal and external).
- o **Reporting:**
    - o Prepare regular project status reports for project managers, highlighting key performance indicators and project milestones.
    - o Provide ad hoc reports as requested.

Requirements:
- o Bachelor's degree in a relevant field (Desirable - Business Administration, Project Management etc)
- o Full UK Driving Licence and Car

Person Specification

Skills

Communication Skills
- o Strong written and verbal communication skills.
- o Ability to communicate effectively with team members, stakeholders, and project managers.

Organisational Skills
- o Excellent organisation and multitasking skills.
- o Detail oriented with a focus on accuracy.

Team Player
- o Ability to work collaboratively in a team environment.
- o Willingness to take on various tasks to support project success,

Analytical Skills
- o Strong analytical and problem-solving skills.
- o Ability to identify and address issues proactively.

Technology Proficiency
- o Familiarity with Microsoft Office and other productivity tools.

Behaviour
- o A willingness to learn and share learning.
- o A desire to succeed and grow with the company.
- o Adaptability within the business.
- o Passionate for sustainability and renewable energy solutions.
- o Ability to work independently and as part of a team.

Education
- o Bachelor's degree in a relevant field (Desirable - Business Administration, Project Management etc)