

PMO Co-ordinator

The Old Police House, Hyde Park, London

About Us

Created in March 2017, The Royal Parks is a charity that supports and manages 5,000 acres of historic parkland across London. Millions of Londoners and tourists visit our beautiful sites, which offer unparalleled opportunities for enjoyment, exploration and healthy living in the heart of the capital.

We look after eight of London's largest open spaces; Hyde Park, Green Park, Richmond, Greenwich, St James's, Bushy and The Regent's Park, and Kensington Gardens. We also manage other important open spaces in the capital including Brompton Cemetery, Victoria Tower Gardens, Canning Green and Poet's Corner.

We are now looking for a PMO Co-ordinator to join our team, working from our offices in the Old Police House in Hyde Park.

The Benefits

- Salary of £27,390 - £33,330 per annum DOE
- Pension scheme
- 26 days' holiday per annum

If you are an administrative professional with fantastic support experience, this is a superb opportunity to enable project work that ensures the conservation of irreplaceable landscapes throughout London.

We provide comprehensive training to support you to build upon your current skill set and gain valuable experience in project management.

So, if you are looking for a career in administration with a difference where you can get a unique glimpse at how we manage some of London's most beautiful spaces, we want to hear from you.

The Role

As a PMO Co-ordinator, you will enable the work of the Director of Estates and Projects, the Project Manager and the Projects Team through support and admin practices.

Working on selected projects and programmes, you will:

- Arrange and circulate documents and take minutes for monthly meetings
- Manage budgets and track financial spending for multiple projects
- Support the administration of The Project Approval Group
- Assist in processing invoices and raising purchase orders and receipts
- Manage the diary for the department
- Ensure project ledgers, logs and databases are up to date
- Support the creation of first drafts of project briefs

About You

To join us as a PMO Co-ordinator, you will need:

- Substantial experience of providing a high standard of administrative support to a variety of teams, colleagues and projects
- Experience of monitoring and reporting on the progress of a range of different project activities
- Experience of using MS Excel to accurately track and report on financial data, the processing of purchase orders and recording invoices
- Experience of providing detailed and thorough minutes
- Diary management skills and experience of arranging meetings
- Strong IT skills including proficient use of Microsoft Office suite
- At a minimum, GCSEs at grades 4 - 9 or A* - C in Maths and English

Ideally, you will hold a PRINCE2 project management certification, but this is not essential. The ability to improve processes and procedures to provide better information to senior management and assistance to staff would also

be beneficial.

Other organisations may call this role Project Support Officer, Administrator, PMO Administrator, Project Administrator, Personal Assistant, PA, Executive Assistant, EA, Officer Assistant, Project Team Assistant, Project Team Administrator, Project Assistant, or Financial Administrator.

The closing date for this role is the 1st of March 2020.

This is a full-time role, working 36 hours per week.

Webrecruit and The Royal Parks are equal opportunities employers, value diversity and are strongly committed to providing equal employment opportunities for all employees and all applicants for employment. Equal opportunities are the only acceptable way to conduct business and we believe that the more inclusive our environments are, the better our work will be.

So, if you're looking for a diverse challenge as a PMO Co-ordinator, please apply via the button shown. This vacancy is being advertised by Webrecruit. The services advertised by Webrecruit are those of an Employment Agency.