

Job Description

Job Title: Accreditation Academy Project Development Coordinator

Reports to: Accreditation Manager

Accountable for: None

Main Purpose of the Job

Coordinate and support meetings with industry stakeholders to facilitate delivery of Accreditation Academy and EIF projects

Proof read/modify accreditation documentation and communication materials

Provide project management reporting support.

Provide support to the Accreditation Manager and the wider team to ensure delivery of project objectives

Key Tasks & Responsibilities

- To coordinate and support accreditation meetings including venue arrangements, stakeholder engagement and coordination, taking, agreeing and meeting notes
 - Develop final versions of accreditation documentation from drafts, proof read and agree final versions with the appropriate development manager
 - Support the development and reporting of project plans including, setting up project monitoring, recording and reporting documentation
 - Accurately record and report on project deliverables, on a monthly basis, including hours, employer contribution, employer engagement and costs incurred
 - To liaise with the ATA and irtec centres as necessary to facilitate test and trial of new accreditation solutions
 - To support the Accreditation Manager in the delivery of project and departmental objectives as required
 - Checks prior to and records engagement on the IMI CRM system to ensure departmental collaboration provides resource efficiencies and provides customers with relevant product information, eliminating risk of excessive communication overload
- **General:**
 - To participate in staff development and training activities in line with the IMI's training and development policy
 - To adhere to the IMI's Health and Safety policies and procedures
 - To adhere to and actively support all other IMI policies and procedures
 - To participate in the staff appraisal process as directed

- To undertake other tasks commensurate with the role as directed by the line manager

Essential Knowledge, Skills & Abilities

- Excellent organizational, administrative and coordination skills with attention to detail
- Excellent communication skills at all levels (written & verbal)
- Excellent customer facing skills/experience
- Ability to accurately proof read and redevelop documentation and communications
- Ability to develop and maintain project documentation and report on project deliverables
- Ability to be flexible to manage a varied workload and meet deadlines
- Ability to work as key player in a small team, relate to and enthuse others
- Good understanding of the Automotive Retail sector and Franchised Dealer environment
- Competent IT skills – including Microsoft MS Project, advanced Excel, Word, PowerPoint, , databases and CRM systems

Desirable Qualifications etc

Educated to level 3 equivalent or above in the above IT subjects

Full driving licence

Working Conditions

Head office based at Fanshaws with occasional national travel

Occasional requirement for working outside of contractual hours

Approval Signatures

Job Holder:

Line Manager:

This Job description will be subject to review from time to time. Any amendments will be made in consultation with the job holder.

DATE: December 2011