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**JOB DESCRIPTION**

**Organisational development co-ordinator**

**MAIN PURPOSE:**

The main purpose of the Organisational Development Co-ordinator is to support the administrative functions related to responding to tenders and organisational opportunities within the organisational development team. This role, which will report directly to the Head of Organisational Development, involves identifying, administrating, scheduling and timetabling bid responses, proposals and opportunity responses, as well as asking for and coordinating information from colleagues to ensure timely and accurate submissions. The coordinator will also be responsible for managing communication with stakeholders within the organisation , maintaining records, and monitoring the progress of various initiatives to align with Everyone Health’s growth and development related goals and objectives.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

Working to the direction of the Head of Organisational Development:

* To monitor all email accounts related to organisational and business development and effectively direct any questions or enquiries, providing where necessary, appropriate professional responses
* To manage all opportunity related files in SharePoint and BidVault
* To coordinate all bid, tender and opportunity related activity, including but not limited to:
  + Downloading all documents
  + Scheduling response timetables
  + Creating workplans
  + Synthesizing key documents (specification mainly)
  + Creating checklists for uploads
  + Ensuring all associated documents are correctly prepared
  + Managing all diagram requests and insertions
  + Formatting final drafts
  + Proofreading final drafts
  + Checking final drafts against core deliverables and marking schedules
  + Ensuring compliance of the submission
  + Submission of all documents on the correct portal at least 1 working day prior to deadline
  + Post submission activities including synthesis of feedback
  + Portal management
  + General administrative duties as requested by members of the team.

**PERSON SPECIFICATION**

**1. SKILLS & ABILITIES**

* Proven ability to work autonomously to directions given.
* Proven to be very well organised and structured
* Must be able to work well as part of a cohesive team
* An ability to manage multiple tasks simultaneously
* Project management skills will be required
* A can-do attitude

**2. KNOWLEDGE**

* MS 365 products including word, excel, and planner
* Project management knowledge
* Knowledge of health-related tender processes would be an advantage
* Extremely good English language writing and reading ability

**3. EXPERIENCE**

* Administrative experience would be an advantage
* Training will be provided
* MS 365 experience necessary

**4. QUALIFICATIONS**

* Minimum degree level or equivalent

**5. SPECIAL CONDITIONS**

* It is anticipated that this role will be either based in one of our offices or may be able to be remote working from home. Home working is monitored, and it is expected that there will be at least 1-2 face to face meetings per month. Travel etc will be paid for this.

**6. SAFEGUARDING**

Everyone Health Ltd is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

**FITNESS TO PRACTISE**

Applicants will need to confirm if:

* They’re currently subject to a fitness to practise investigations or proceedings by a regulatory or licensing body
* They’ve been removed from any professional register or licensing register
* They’ve had conditions or sanctions placed on their registration
* They’ve ever had restrictions placed on their clinical practice as part of the revalidation process

Everyone Health delivers multi-component health related and lifestyle services, including prevention and early intervention, on behalf of Clinical Commissioning Groups and Local Authorities in community based localities across the UK.