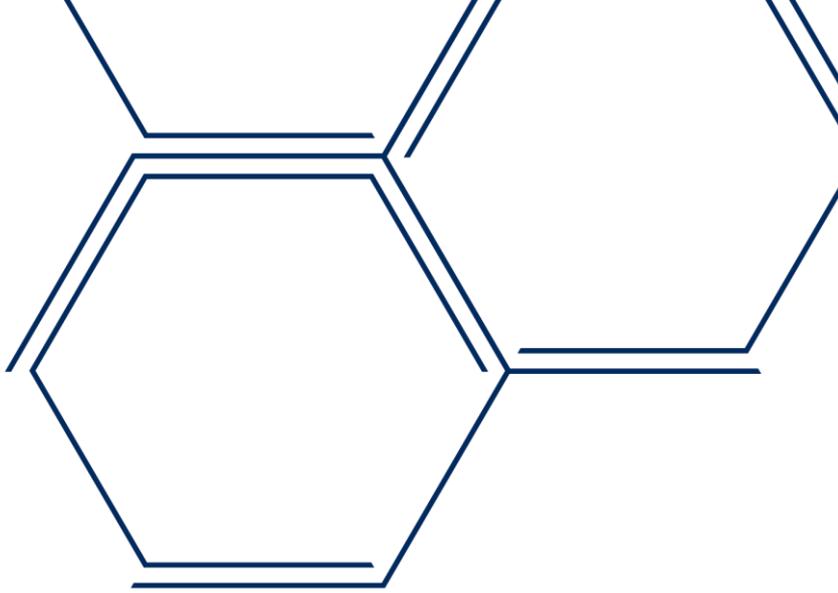


Programme Coordinator Job Description



Who We're Looking For

We are looking for a Programme Coordinator to provide high level coordination and administrative support to the Benchmark Capital's Change Portfolio Programme. Assist the team to progress and monitor multiple projects to drive the successful delivery of wide ranging and complex projects and programme(s).

About Benchmark Capital

Benchmark Capital powers financial advisers through insight and integrated tools, services and investment solutions that help them differentiate their client proposition.

Helping advisers to look after their clients is at the centre of everything we do. Our award-winning solutions support over 150 advice firms, with £17.1 billion of assets under advice¹

With a technology-led ecosystem of regulatory, platform, and investment services, and our own financial planning business, our approach is guided by delivering safety and security for customers and focused on positive client outcomes.

We believe that first-class client service and integrated technology are essential components for long-term success. Our seamless, holistic approach works in harmony both to empower advisers and their clients and to generate tangible financial and competitive advantages.

We work with some of the most successful financial planning firms in the UK, bringing the power of technology to advice and wealth management

¹As at 31.03.21

The base

You'll be based at our Broadlands Business Campus near Horsham in West Sussex. It has high standards and international reputation, without being in the city: a big, countryside campus means life will feel a little different.

We support our offices by using cutting edge software and hardware and our spacious campus facilities mean there's a great working environment for the team. With an on-site restaurant, coffee shop and gym, our campus has much to offer. And commuters can relax on our dedicated regular shuttle bus to and from Horsham's main line train station.

We know that helping you balance personal and professional commitments is a big part of that, so we're open to flexible working. Many of our staff work flexibly in many different ways, including part-time. Please talk to us at interview about the flexibility you need.

What You'll Do

- Support the overall portfolio management process. Contributing to the development of processes, templates and systems to improve the efficiency and effectiveness of the PMO and project delivery
- Co-ordinate collection and maintenance of accurate records
- Prepare and maintain reports for Programme Office Manager including; project delivery and portfolio status, risk and issue management
- Support the overall change governance framework with input and meeting support
- Support project financial and benefit realisation tracking process
- Monitoring of project processes, ensuring projects are run to the agreed processes / methodology
- Create strong relationships, quickly building trust in the programme management function. Liaising with key stakeholders across the organisation
- To ensure all project documentation is produced and disseminated on time, including meeting minutes
- To ensure the project library is managed and additions are controlled
- Provide documentation for project audits, reviews and health checks
- Assist with all project and portfolio queries, in particular the completion of pre-project documentation such as a business case creation

The Knowledge, Experience And Qualifications You Need

- Excellent attention to detail and with the ability to ensure high quality and consistency of output
- Process driven with methodical and logical approach
- Ability to problem solve and use of initiative in complex project environment
- IT literate – for a variety of tasks including Excel, word, power point, Visio and project
- Proven ability to deliver in a timely and professional manner
- Excellent communication skills; verbal, written and presentation
- Good organisation skills

The Knowledge, Experience And Qualifications That Will Help

- Financial Services industry experience
- Experience of supporting multiple project management
- Experience of a variety of IT delivery life cycles/approaches i.e. Agile/SAFe Agile/Waterfall
- Experience of project management methodology – Prince2, Lean, Six Sigma approaches
- Familiarity with risk management and quality assurance controls
- Familiarity with benefits management
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What You'll Be Like

- Highly motivated, flexible and adaptable
- Creative ability to find solutions to complex issues / solution focused
- Team player / collaborative approach
- Resilient
- Driven by a focus on continuous improvement
- Ability to motivate others
- Positive outlook on work and the activities presented

- Delivery focused
- Ambitious

We're Looking For The Best, Whoever They Are

Benchmark Capital is an equal opportunities employer. You're welcome here whatever your socio-economic background, race, sex, gender identity, sexual orientation, religious belief, age or disability.

Important Information: Issued by Benchmark Capital Limited, Broadlands Business Campus, Langhurstwood Road, Horsham, West Sussex, RH12 4QP. Registration in England No 09404621.