

Slough Project Coordinator

Number of jobs	1
Region	Slough and Buckinghamshire
Post Type	Maternity Cover until May 2026
Working Pattern	Full Time – 37.5 hours per week.
Role Type	Operational delivery
Salary Range	£28,000 per annum
Pension	The Company operates and auto enrolment pension scheme
Annual Leave	30 days per year including statutory and public holidays
Security checks	DBS check required

Additional information

- This position is hybrid-based(home/office) but with regular extensive travel across Slough, Buckinghamshire, England & Wales.
- A full driving licence and access to a car is essential for the role.
- The role requires time flexibility including occasional evening and occasional weekend work.
- DBS check and references will be obtained.

Job description

The Sponge Project is one of 25 Flood and Coastal Resilience Innovation Projects (FCRIP) across England to receive grant funding from the Environment Agency. Slough Borough Council is the lead partner in delivering the project. The overarching objective of the scheme is to raise awareness of, and preparedness for, flooding and install sustainable drainage and natural flood management measures. The project area is two river catchment areas in northwest Slough and South Buckinghamshire – the Salt Hill Stream and Chalvey Ditches river catchments. It is a six-year project which started in 2021 and runs through to the end of March 2027.

The successful candidate would be part of the project team for the National Flood Forum, but would be working in service of the Slough Sponge project partnership. There are four key delivery partners:

- Buckinghamshire Council
- The National Flood Forum
- The Wildfowl and Wetlands Trust
- Slough Borough Council

There are additional project partners who will also be getting involved with the project, such as the Environment Agency local teams, Thames Water, and Thames 21. So the Project coordinator would be working with internal staff at the Council (in the project team, other departments, senior management and elected members), as well as external partner organisations. As the project develops the number and range of external stakeholders will continue to grow.

The project partnership will be working towards the following outcomes:

1. Restoring rivers, installing sustainable drainage and using land management to a recreate a more natural environment that acts like a sponge, soaking up surface water, slowing and controlling when water gets to flood risk areas;
2. Developing tools that can help planners within the Council to improve future flood resilience, especially through the planning process, and identifying schemes across the whole Borough that could be funded in the future;
3. A new approach to flood management involving the community in design and delivery of water management and nature based solutions;

4. Measuring the benefits of sustainable urban drainage and natural flood management, and a monitoring baseline to monitor performance of solutions against [as a condition of the funding];

You will be doing this by supporting the management team by:

- Managing work package 2 (WP2) which focuses on the delivery of community engagement within the Slough Sponge project
- Manage WP2 project to time, scope, and quality.
- Building and maintaining excellent relationships with stakeholders (flood Risk Management Authorities, Councils, Water Companies, Flood Action Groups, Forums, other charitable organisations, etc.).
- Facilitating communication amongst WP2 team members, ensuring everyone is informed about project updates, changes, and requirements.
- Overseeing administrative tasks by planning and scheduling project group meetings, preparing agendas, taking notes, and following up on agreed actions for WP2.
- Co-ordination and reporting of risks, issues, actions, and decisions to projects.
- Playing a role in identifying and addressing issues that arise during a project, by helping to resolve any conflicts, removing obstacles, and helping to find solutions to challenges.
- Ensuring that project reports are prepared in time and at quality standards, and ready to be distributed to project partners.
- Monitoring and reporting of tasks and actions, ensuring timelines are agreed, all tasks are assigned, progress is monitored, and deadlines are met.
- Maintaining electronic records and files and support the management team with the set up of a centralised database.
- Collecting and analysing data on the project that will serve as evidence for case studies.
- Tracking progress of project outputs and deliverables and reporting those to the management team.
- Tracking project spend and ensuring budgets are on target

Key skills required are:

- ✓ Previous working experience as a Project Coordinator or similar, with demonstrable records
- ✓ In-depth knowledge of project management and development procedures
- ✓ Excellent organisational and time-management skills
- ✓ Outstanding communication, networking, interpersonal and leadership skills
- ✓ Excellent team worker
- ✓ Multi-tasking and data entry skills
- ✓ Attention to detail
- ✓ Self-motivation and proactive problem solver
- ✓ Ability to effectively manage conflicting demands

About The National Flood Forum

The National Flood Forum is a charitable organisation that puts flooded people at the heart of its work. We are the only organisation dedicated to issues around flooding. We support people at risk before, during and after flood catastrophes. We strive to give voice for those at the grassroots of flood risk. We specialise in engagement to create and enable lasting relationships within flood risk management to support those who need to reduce their flood risk. Our work includes;

- *Engagement* – Flood Action Groups (a bespoke NFF initiative now identified internationally)
- *Networks* – bringing people together, communities & professional bodies

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- *Flood recovery* – Going into the heart of a flooded communities to support & guide people through a plethora of issues that they face
- *Flood exhibitions* – of resilience and resistance advice and information
- *Insurance* – advice & information
- *A Helpline* – a guiding, supporting, listening service

TO APPLY

For further details about the role or informal discussion please contact Amanda Davies
amanda.davies@floodforum.org.uk or 07734 899708

To apply please send?

- Your CV (maximum 2 sides)
- Supporting statement (maximum 1 side) demonstrating how you meet the requirements and why working for the National Flood Forum appeals to you.
- Please also complete the Equal Opportunities form via this link
<https://forms.gle/cfddnXxAEze7UcH26>

Please tell us how you heard about this position on your application.

Send to Jean Timmins jean.timmins@floodforum.org.uk

or post: National Flood Forum, PO Box 7643, Bewdley, Worcestershire, DY12 9BL

Closing date for applications is Sunday 26th January 2025

Interviews will be held online in February 2025