

Providence Job Specification for Open Requirement

Temporary Project Support Executive

1. **About Providence** – Providence provides government, defence, and law enforcement customers with bespoke capability development initiatives, equipment procurement solutions, and best-in-class operational training. We leverage our collective experience in defence, policing, and intelligence operations, to provide an innovative and dynamic approach to delivering services, products, and solutions for our clients.

We are a small business located in rural Herefordshire and Steenberg (in Holland), with a tight-knit team and a fast-paced, energetic working environment. We are seeking to grow through 2023 by sourcing new skills and talent into our established business lines. We understand that people are the engine behind Providence, and we draw on our technical, operational, and specialist experience to provide the know-how and support to solve some of our clients' most challenging operational problems.

Description –We are seeking temporary cover in our Projects team and want to recruit a Project Support Executive. The job is based at our main office near Hereford with the successful applicant reporting to the Projects Director.

2. Job Details

Job Title:	Project Support Executive
Contract Type	Temporary (Maternity cover 15 months)
Department/Team:	Projects
Responsible for:	Supporting the Projects Director across multiple defence, government, and police projects. Pursues new business opportunities, maintains relationships with current key clients and aids in contract negotiation, workups, and research.
Job Location:	Harewood End, Hereford

3. Principal Responsibilities and Accountabilities

- Assist with planning and execution for specified projects.
- Assist with project proposals as tasked, and as a mechanism for learning about the wider requirements and offerings which can be sequenced as part of an ongoing consultation, project, or service.
- Assist with the design, preparation, documentation, and administration of Providence projects, working with Projects Team as our primary coordinator and single point of contact for all project support and administration aspects.
- Support Project Managers in project consultations and follow through activities as needed.
- Provide direct support to Project Managers for bid and tender writing activities and supports other business development activities as required.
- Co-ordinate travel and logistics for project sub-contractors, and manage/track equipment as part of project work.
- Expected to manage and maintain a diverse range of project resource materials, so that relevant subject matter or product/service information is provided quickly and efficiently.
- Prospect for new tender opportunities through UK and international tendering portals.
- Identify opportunities to improve processes within the project lifecycle.

4. Additional Responsibilities or Requirements

- Attend trade shows, conferences, and other industry events to promote the company's products and services and network with potential clients and partners.
- Provide guidance and support to the sales team to help them achieve their goals.
- Maintain quality assurance processes to ensure project documentation is compliant with ISO 9001 and any other compliance specified within project requirements (H&S, PPE, EPG, Feedback Process, Change Management, etc.)
- Have a full valid driving license and passport.
- Eligible for background checks and security clearance.

Person Specification

Details	Essential	Desirable
Education <ul style="list-style-type: none"> • A degree or qualification in a business-related field (Project Management, Business Management) or equivalent experience. • Professional certification in project management (preferably AgilePM) 		Yes Yes
Knowledge <ul style="list-style-type: none"> • Worked with QMS systems such as ISO 9001. • Use of software systems, such as CRM systems. • Strong knowledge of Microsoft office packages. • Knowledge of project management software 	Yes Yes Yes	Yes
Skills, Abilities and Attributes <ul style="list-style-type: none"> • Ability to prioritise conflicting requirements. • Strong team ethic with the ability to work in a small, busy team and produce consistent results with minimal supervision. • Experience in co-ordinating Projects in a technical environment 	Yes Yes Yes	
Experience <ul style="list-style-type: none"> • Assisting with project budgets and resources • With Assisting writing tender applications • At monitoring tender portals 		Yes Yes Yes
Personal Attributes <ul style="list-style-type: none"> • Proactive and self-motivated • Discreet, trustworthy, possessed with good judgement. • Well presented, articulate and well-rounded. 	Yes Yes Yes	

Notes

- The successful candidate will be required to undergo United Kingdom National Vetting Security Clearance.
- 25 days holiday per year (increasing to 30 days over time) plus bank holidays.
- Options for flexible working from home upon successful completion of a probationary period and where appropriate to current business activities.
- Personal and professional development.
- £30-35K depending on experience

<https://www.providenceitf.com/>