



GRIFFITH COLLEGE

Job Title: Project Coordinator	Reporting to: Head of Digital Marketing
Location: Dublin	Job Type: Permanent / Part time

Job Summary:

We are seeking a highly organised and detail-oriented Project Coordinator to join our Digital Marketing team. In this role, you will play a pivotal part in ensuring the successful delivery of a high volume of bespoke projects. The Project Coordinator will work closely with the Head of Digital Marketing, Website Editor, and the Development Team to coordinate and execute website projects. CMS knowledge and previous experience working on website projects are essential for this role. Additionally, the Project Coordinator may provide assistance as needed in digital content execution and will collaborate with the Development Team in supplier management activities.

Responsibilities:

1. **Project Planning and Coordination:** Collaborate with the Head of Digital Marketing, Website Editor, and the Development Team to develop and maintain project plans for website projects. Ensure key milestones, tasks, and dependencies are identified and tracked. Monitor project progress, identify potential bottlenecks, and proactively address any issues that may arise.
2. **Stakeholder Communication:** Act as a central point of contact for various departments and stakeholders involved in website projects. Effectively communicate project updates, changes, and requirements to ensure alignment and engagement from all parties.
3. **Reporting and Documentation:** Prepare regular project status reports for website projects, capturing key metrics, milestones, and deliverables. Maintain accurate project documentation, including project charters, schedules, and meeting minutes.
4. **Meeting Coordination:** Plan and schedule meetings related to website projects, including kick-off meetings, progress updates, and review sessions. Ensure all necessary participants are invited, and agendas and materials are prepared in advance. Take meeting minutes and follow up on action items.
5. **Efficiency and Process Improvement:** Identify opportunities for streamlining project workflows and improving efficiency in website project delivery. Collaborate with the team to develop and maintain project management templates, tools, and best practices.
6. **Issue and Risk Management:** Monitor project risks and issues related to website projects, escalating them to the Head of Digital Marketing as necessary. Contribute to the identification of mitigation strategies and assist in their implementation.
7. **Cross-Functional Collaboration:** Collaborate with team members from other departments, such as design, content, development, and the development team, to ensure seamless coordination and integration of website project activities. Work



GRIFFITH COLLEGE

closely with the development team in managing suppliers, including negotiating contracts and ensuring timely delivery of services.

8. Manage other projects or tasks as assigned by the Department Manager.

Minimum Education/ Experience Requirements:

- Previous experience in project coordination or project management roles, preferably in website projects.
- Excellent organisational skills with strong attention to detail.
- Exceptional communication and interpersonal skills to effectively engage with stakeholders at all levels.
- Proficiency in content management systems (CMS) and previous experience working on website projects.
- Ability to manage multiple projects simultaneously and prioritise tasks effectively.
- Strong problem-solving and decision-making abilities.
- Knowledge of digital marketing concepts and strategies is desirable.
- Familiarity with content execution and digital content creation is a plus.
- Experience in supplier management and collaboration with development teams is preferred.
- Previous experience using a Kanban agile methodology is an advantage.

Working Hours: Approximately 28 hours per week.

Join our dynamic team and contribute to the successful execution of our diverse range of digital marketing projects, with a focus on website projects. Work closely with the development team, collaborate in a digital content capacity, and leverage Kanban agile methodology. Apply now and be a part of our exciting journey!

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys a national and a growing international reputation for student success. The College has gained an enviable, award-winning reputation for providing students with first-class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Our Vision

‘Empowering learners to achieve their career and life potential’



GRIFFITH COLLEGE

Why work for Griffith College?

- Competitive salary package.
- Funding support for continued professional and academic development.
- Bike to work scheme.
- Tax saver travel scheme.
- Opportunity for continued training development and support.
- Free parking facilities.
- Onsite subsidized restaurant.
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.
- *Dublin campus on South Circular Road.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland.