

<b>Job title</b>	Programme Coordinator
<b>Reporting to</b>	
<b>location</b>	Leeds
<b>Job summary</b>	<p>Svella Connect is a leading provider of telecoms and digital infrastructure, building and installing high-speed broadband networks to help connect businesses and residents with full-fibre internet. With depots in Warrington, Leeds and Kirkby in Ashfield, Nottinghamshire, we are a leading contractor for telecoms and internet providers such as Virgin Media and Openreach – and carry out a range of projects across Yorkshire, Midlands and the North West.</p> <p>Our vision is to be the employer of choice in the industry by investing in long-term growth, introducing technology, innovation and developing efficient ways of working to ensure excellent service for our clients and their customers</p> <p>We are looking to recruit a Programme Coordinator to support the delivery of the project and to ensure key activities and project milestones are met.</p> <p>Day to day duties will include:</p> <p>Ensure reports/tracking of project progress is maintained and communicated internally and externally.          Coordination and admin support to meet project SLAs and programme submission deadlines.          Work with the Contract Support Manager to identify upcoming risks and issues with future planned activities.          Communicate with project team to identify critical areas of client delivery and report          Supply updates to clients to ensure client satisfaction          Coordinate correspondence between delivery team to track and update on deliverables.          Maintain and file complete documents for the project; continue to monitor for compliance.          Liaise with Streetworks/NRSWA Team          Maintain and collate documents needed for site operatives</p>
<b>Skills, qualifications and experience required</b>	<p>The ideal candidate for this role should have the following skills:</p> <ul style="list-style-type: none"> <li>• Proficient IT skills, experience with Excel and Word and preferably MSP experience</li> <li>• Excellent communication skills, written and verbal</li> <li>• Previous knowledge with steetworks / NRSWA is advantageous</li> <li>• Previous experience within a Utilities environment (Telecoms / Water / Gas) is advantageous</li> <li>• Experience or Knowledge of Cemar (NEC contracts) is advantageous</li> <li>• Ability to work under pressure and multitask</li> </ul>
<b>Salary &amp; Benefits</b>	<p>Competitive Salary          25 days holiday + bank holidays          Private Medical Insurance          Perks at work scheme (discount from high street retailers)          Free eye test vouchers          Employee share scheme          3x life assurance          Free Parking          5% enhanced pension contribution</p>

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	<p>** Please note, should you not hear back within 10 days of submitting your application then on this occasion you were unsuccessful - we will however keep your CV on file for future reference.</p>
<b>Applications</b>	<p>All applications in writing, including full CV to: <a href="mailto:recruitment@svellaconnect.com">recruitment@svellaconnect.com</a> or please visit our candidate portal via our website <a href="https://www.svellaconnect.com/careers">https://www.svellaconnect.com/careers</a></p> <p>At Svella, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.</p>