

Role:	Programme Coordinator, Commercial Programmes
Team:	Corndel Advance
Package:	Pension, Flexible leave, Flexible working, DIS benefit
Working hours:	Full or Part Time - minimum 4 days per week
Location:	London based, hybrid
Salary:	Up to £35,000 pro-rated

Corndel delivers first-class professional development programmes to some of UK's largest businesses. We are one of the fastest growing companies in the UK. Corndel Advance delivers global high quality commercial learning experiences that effect long-term behavioural change and personal growth. We partner with our clients to create real impact and drive performance of their leaders and managers.

As the Programme Coordinator for Corndel Advance, you will be responsible for planning, implementing and evaluating different commercial programmes and activities as well as carrying out other important operational tasks.

You will:

- Support the planning and coordination of our bespoke programmes and its activities such as creating timelines and setting key milestones with the Advance director and the client
- Assure all parties are on track to achieving key milestones throughout the entire programme
- Manage communications between Corndel Advance, the client, learners, and line managers where required
- Schedule and organise programme workshops, webinars, and events for larger client engagement
- Ensure technology is set up for larger-scale online events and meetings and provide technical support during events
- Support delivery teams on larger-scale in-person events, for example answering learner or client queries, making sure the delivery team, client, and learners have all the necessary resources for the events
- Keep updated records on learner attendance, surveys, and compile client-ready reports and insights
- Support on client proposals and statements of work such as incorporating timelines, key milestone activities, and payment schedules
- Help build positive relationships with our clients

Person Specification

We are searching for people who can demonstrate the following attributes:

Personality and Attitude

- a can-do and upbeat attitude to work, colleagues, clients and key external stakeholders and partners

- a self-starter and self-manager who can get things done and work systematically and thoroughly
- an inquisitive mind, able to find things out and problem solve. Solutions focussed with detailed attention to both the outcomes and the inputs to secure them
- with integrity and standards that mirror those of Corndel – where people, success and brilliant training matter

Skills

- Have excellent organisational skills with the ability to prioritise workload and meet deadlines
- Outstanding verbal and written business communication skills
- Ability to work with clients directly in a professional and enthusiastic way
- Good attention to detail and ability to trouble-shoot
- Good at partnership working and being part of a team with the goal to delight our clients and learners
- A natural completer finisher, with thoroughness and accuracy
- Committed to their own personal development within Corndel, and continuously improve and develop your practice
- Willingness to work as part of a team and also between the different teams within Corndel.
- High levels of punctuality, reliability and integrity
- Proactive and able to use own initiative with a willingness to take on responsibility

Knowledge and experience

- Tech savvy and proficient in MS Office
- Prior experience in managing projects or programmes in a corporate environment

Corndel is committed to building a brilliant team that is inclusive in its culture, and values diversity so that we can best serve the needs of the learners and clients that we support. We strive for equality of opportunity in all that we do and actively encourage applicants from all groups and backgrounds to apply for this role.

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