Founded in 1866, Harlequins is a rugby club that is recognised around the world. Harlequins are currently ranked among the best Premiership rugby clubs in this country and Europe. The club is a founding member of the RFU and boasts more presidents than any other club as well as a healthy dose of international players.

Success on the pitch demands even more success off it, so the club is strengthening its Operations staff and is currently recruiting for an Operations Project Coordinator. This is an exciting opportunity for an individual who wants to assist with the challenge of delivering the best and most efficient Stadium operations as well as helping to develop the Twickenham Stoop Stadium. The ideal candidate will have first class communication skills and a passion for rugby.

**Job Title:** Operations Project Coordinator  
**Company:** Harlequin FC  
**Reporting to:** Operations Director  
**Start Date:** Immediate Start  
**Duration:** Fixed Term Contract, 12 months  
**Salary:** £26,500 per annum  
**Days a week:** 4 days  
**Role Purpose:** To provide administrational support to Operational teams at the Club, under the direction of the Operations Director. To be responsible for leading a number of core projects; establishing project timetables and tracking progress to completion.

**Key Accountabilities**
- To provide detailed and specific research and analysis for core projects aligned to the Stadium development plan, event planning and system development.
- Ensure that the planned outputs are delivered to time and cost with the minimum acceptable risk.
- To work alongside the Operations Director identify, manage and mitigate projects risks and manage project priorities.
- Maintenance of project budgets and implementation plans.
- Assisting with the organisation and preparation of meetings; incorporating retrieval, analysis and presentation of quantitative data and providing valuable recommendations.
- Proofreading and correcting draft proposals and reports for the Operations Director.
- To help identify key suppliers and build effective relationships with stakeholders, providers and departments.
- To liaise with the relevant match day departmental managers and clients in driving delivery of projects, ensuring all deadlines and KPI’s are met.
- Prepare all event admin and coordinate with relevant internal departments to ensure consistent, high level service throughout the pre-event, event and post-event stages.
- Process invoices and chase overdue payments for relevant projects.
- Carry out any other reasonable ad hoc duties in order to support the various departments at the Club. Perform general administration duties; manage departmental diaries.

**Skills and Knowledge**
- PRINCE2 qualification
• Project Management experience
• Strong administration skills
• Communicates well both in writing and verbally
• Appreciates that projects need to be completed, methodical approach with an ability to work under pressure
• Good level of numeracy
• Builds appropriate professional, friendly and accessible relationships with employees and line managers
• Resilient and able to work in an organisation that is undergoing change due to development and growth
• Problem solving, logical thinking and collaboration with teams across business’.
• Forward thinking: scheduling, activity planning and task delegation are critical to the Club’s success.

Competencies
• Highly organized with a real attention to detail
• Uses judgment to know when to ask for help and guidance
• Uses own initiative and can work independently
• High self-motivation
• Real ‘can do’ attitude
• Outgoing and passionate about providing excellent services and products to our customers
• A strong team player and collaborative working style

Behaviours
• Customer Focus - Commits to meeting the expectations and requirements of internal and external customers; acts with customers in mind; values importance of providing high-quality customer service
• Interpersonal sensitivity - Interacts with others in a sensitive and effective way. Respects and works well with others.
• Quality orientation - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.
• Planning and organizing - Organises and schedules events, activities and resources. Monitors timescales and plans
• Initiative Taking - Takes action to achieve goals beyond what is expected; drives to bring issues to a successful closure; self-starter.
• Teamwork - Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all
• Results orientation - Focuses on desired results and sets and achieves challenging goals.

Harlequins is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please email your CV to jobs@quins.co.uk. Only applicants to be invited for interview will be contacted.