JOB DESCRIPTION

Job title:	**eLEARNING PROJECT COORDINATOR**
Hours:	Part-time
Term:	Fixed-term contract for 12 months
Location:	Three days at FPM's London office, Islington, London, EC1 with hybrid working
Reports to:	Project Manager
Works closely with:	Project Director, Project Sponsor and subject matter experts

Main purpose:

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for doctors who work on all aspects of medicines research and development. Our small team work closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of patients around the world.

The successful candidate will support the project manager by providing day-to-day co-ordination and administration to support the delivery of a new eLearning programme to support the education of healthcare professionals.

Main tasks and responsibilities:

1. **Project support**
   Assist the project manager with the development, management and currency of project documentation including project budget, project schedules, project plans and risk register. Support the project manager in monitoring project progress through generation of status reports to project stakeholders and other documentation as required.

2. **Project meetings**
   Provide administrative support for all significant project meetings, including drafting and ensuring timely circulation of meeting agendas, papers and minutes, manage the organisation of meetings (in person and via videoconferencing), and handle all travel and related expenses.

3. **Volunteer and supplier coordination**
   Respond to all project-related enquiries from volunteers and suppliers, ensure project-related materials are delivered on time and to specification, and provide day to day support across the work as a whole, including administration of collaborative working platforms such as SharePoint.

3. **Learning Management System**
   Support the administration of the Learning Management System including overseeing the migration of new eLearning products onto the platform, user management and support, advising on platform-related issues as appropriate and leading on troubleshooting and problem-solving.

4. <u>General</u>

    To contribute to and support the work of the wider FPM team, undertaking such other duties as may be from time to time required. To provide cover for colleagues as required.

    To undertake the duties of the role in compliance with FPM polices concerning Data Protection, Equal Opportunities and Health and Safety and the FPM Values

    This job description may be reviewed from time to time in agreement with the post holder.

Sep 2023