



Aerospace Innovation & Growth Team Project Co-ordinator

Role Outline:

Ensure the implementation of the Aerospace Innovation & Growth Team (AeIGT) projects for which he/she is responsible in due time and in compliance with internal processes and governance.

Provide full project support to the project managers - internal & external.

Key Responsibilities:

- Monitor the day-to-day progress of the Aerospace Innovation and Growth Team projects
- Responsible for internal & external communication with SC21 & Aerospace Sector Certification Scheme (ASCS), including inter alia:
 - Chairs Special Interests Groups
 - Aerospace & defence community
 - Aerospace regional partners
 - Training partners
 - Aerospace stakeholders, eg UKAS, CAA, NSAM
 - Certificate Management Board Committee (CBMC)
 - CBMC Industrial Representatives Committee
- Secretariat, in conjunction with respective stakeholders, of the SC21 working groups, eg Task Force, Special Interest Groups,
- Quarterly electronic newsletters/alerts to keep members updated on major programme development
- Responsible for ensuring the SC21 team are adequately briefed prior to engagement with stakeholders and are linked with SBAC objectives
- Marketing of the projects in events/conferences etc.
- Administration of the SC21 membership and external visits as required
- Responsible for the uploading of content to the SC21 website within the SBAC website
- Supply chain analysis
- Overall administration of the ASCS process, including National Plan and OASIS database
- Responsible for the CBMC & Quality website

Skills:

- Business Administration, Logistic, Supply Chain, IT understanding
- A fluent and effective communicator
- Excellent organisational ability
- Knowledge of Project Management disciplines and techniques
- Proactive and solution oriented

Relationships:

As well as fostering good working relationships with company colleagues, excellent relationships will have to be formed and maintained with stakeholders, clients, customers and training providers.

Working Conditions:

- Work will require flexibility in working hours
- Ability to work under pressure to achieve deadlines
- Based at London with the need to travel nationally

Additional Requirements:

- Knowledge of Microsoft Office required
- Knowledge of Microsoft Project required
- Ideally experience on Supply Chain and industrial transformation projects
- Understanding of OASIS database

Point of contact:

Beth Porter
HR Manager

Society of British Aerospace Companies
Tel: 020 7091 1130
Mob: 07971 842746
Switchboard: 020 7227 1000
Fax: 020 7227 1067

Email: beth.porter@sbac.co.uk
Website: www.sbac.co.uk