

## UKROEd ROLE PROFILE

### Programme Management Office Administrator

<b>JOB TITLE:</b>	Programme Management Office Administrator (Two-Year Fixed Term)
<b>RESPONSIBLE TO:</b>	Project Manager
<b>LOCATION:</b>	Hybrid (Two days per week at Head Office)
<b>CONTRACT TYPE</b>	Two-year Fixed Term
<b>HOURS</b>	37.5
<b>SALARY</b>	£29,500
<b>CLOSING DATE</b>	15 <sup>th</sup> December 2025 * Please note: this vacancy may close early if we receive a high volume of applications.
<b>TO APPLY</b>	Email CV and Suitability statement to <a href="mailto:recruitment@ukroed.org.uk">recruitment@ukroed.org.uk</a>
<b>LEVEL OF VETTING REQUIRED</b>	BPSS Vetting

#### About UKROEd

UKROEd Ltd is a private, not-for-profit company responsible for the delivery, management and administration of the National Driver Offender Retraining Scheme (NDORS) on behalf of the Police service. It is the operating company of the Road Safety Trust and is committed to the education and training of drivers who commit low level traffic offences.

UKROEd values and respects each individual employee, client and customer and is committed to promoting equal opportunities throughout its workforce. As such, all relevant applicants will receive consideration for employment without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

#### Overview of the role

The Strategic Development Team are responsible for planning and delivery of key strategic projects within UKROEd. As Programme Management Office Administrator, the postholder will lead on the administrative function supporting the team and the successful delivery of all organisational projects.

The role offers an excellent introduction to Portfolio, Programme and Project management, providing hands-on experience with project procedures, tools, and techniques. Working closely with the Project Manager, you will ensure the smooth running of projects by providing administrative support, communication and co-ordination.

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You will provide administrative support such as secretariat duties, minute taking, project board support, and coordination of programme management activities. Additionally, you will also be responsible for maintaining and updating central project records with a high level of accuracy, attention to detail, and ownership as well as preparing regular management reports, and facilitating clear communication between project management and the wider business area including internal stakeholders.

### Principal Duties and Responsibilities

Project Administration	
1.	Maintain and update project documentation, including Risks, Actions, Issues and Decision logs.
2.	Coordinate diaries, meetings, workshops, and project events, including logistics and documentation.
3.	Handle general project correspondence and maintain version control of documents.
4.	Support financial administration, including tracking budgets, processing invoices, and raising purchase orders.
Reporting & Governance	
5.	Prepare project highlight reports, dashboards, and progress updates for the Project Manager and stakeholders in support of organisational governance and corporate meetings
6.	Ensure compliance with PMO standards and collating and providing appropriate updates for internal frameworks.
Stakeholder and Communication Support	
7.	Act as a first point of contact for project queries, providing clear and timely responses.
8.	Support communication between the project team, business units, and external stakeholders.
9.	Build and maintain strong relationships with stakeholders to ensure alignment on project objectives.
10.	Draft and circulate project communications, updates, and briefing materials.
Meeting & Secretariat Support	
11.	Schedule and coordinate project board meetings and working groups meetings in accordance with approved Terms of Reference.
12.	Prepare agendas, capture minutes, track action points, and follow up with responsible parties.
13.	Provide ad-hoc administrative support to project boards and senior leadership as required.

## UKROEd Person Specification

### Project Management Office Administrator

<b>Job Related Knowledge</b>	<b><i>Essential</i></b> <ul style="list-style-type: none"> <li>• Understanding or interest in project management principles, methodologies, and best practices (e.g., PRINCE2, Agile, or PMBOK).</li> <li>• Familiarity with project documentation standards, internal governance frameworks and compliance requirements.</li> <li>• Knowledge of tools commonly used in project management, such as MS Project, Smartsheet, Jira, Trello, or similar.</li> <li>• Understanding of reporting and dashboarding requirements to support decision-making and project oversight.</li> <li>• Experience of updating of stakeholder management principles and effective communication within project teams.</li> </ul>
<b>Experience</b>	<b><i>Essential</i></b> <ul style="list-style-type: none"> <li>• Proficiency in MS Office (Word, Excel, PowerPoint) and</li> <li>• Proven experience in maintaining and updating project records or similar documentation with a high degree of accuracy.</li> <li>• Demonstrated ownership of assigned tasks and accountability for the quality of work delivered.</li> <li>• Experience working with central project management systems or tools to manage data and documentation.</li> <li>• Evidence of attention to detail and the ability to ensure completeness and correctness in records.</li> <li>• Previous experience in an administrative, project support, or coordination role is desirable</li> <li>• Experience supporting project teams, including scheduling, reporting, and stakeholder liaison</li> <li>• Experience supporting reporting, compliance, or decision-making through accurate project information</li> </ul>
<b>Skills and Aptitudes</b>	<b><i>Essential</i></b> <ul style="list-style-type: none"> <li>• Excellent organizational and time-management skills with strong attention to detail.</li> <li>• Strong written and verbal communication skills.</li> <li>• Ability to manage multiple priorities and meet deadlines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work both independently and collaboratively within a team.</li> <li>• Strong problem-solving skills and ability to escalate issues appropriately.</li> </ul>
<b>Qualifications</b>	<b><i>Desirable</i></b> <ul style="list-style-type: none"> <li>• Awareness or genuine interest in progressing project management methodologies (PRINCE2, Agile, or similar)</li> </ul>