



Shepherds Friendly is a modern mutual society, offering a variety of adult and children's financial products and services such as ISAs, savings plans, life insurance and income protection. Located in south Manchester in the heart of Cheadle village, the Society has been providing financial security to members for almost 200 years.

Guided by our values of working together, doing the right thing, and making a difference, we are committed to delivering a service which helps our members plan their finances and secure their family's future. In a world of financial complexity, we believe in the power of simplicity.

We are current recruiting for a Project Coordinator in the Operations Department to join our team of talented individuals.

In this role you will be responsible for:

- Managing the administration and documentation of project and change requests and the outcome of project meetings.
- Coordinating the testing and creation of procedures across departments.
- Assisting with resource planning and allocation and to manage change control.
- Managing accurate reporting of project progress to the project team.
- Communicating with request owners to ensure all relevant information is available and stakeholders are given status updates.
- Assisting stakeholders with project benefit capture and cost control, raising any issues at the earliest opportunity.
- Assisting with the delivery of projects on time and to specification
- Assisting with the implementation of the Society's project management framework
- Organising and maintaining communication with all project stakeholders
- Being fully conversant with company computer systems as it relates to policy administration and testing.
- Managing report and data requests as required by the Operations department and for projects.
- Being aware of all products sold.
- Contributing to the implementation of corporate culture initiatives.

We are looking for someone with:

- Project Management qualification (PRINCE2 or equivalent, preferred but not necessary)
- Project coordination experience
- Excellent documentation and reporting skills
- Must be able to work on own initiative through entire project lifecycles.
- Experience of MS 365 products (preferred but not necessary)

Most importantly, we offer:

- Salary: Competitive
- Pension Scheme – 8% employer contributions
- 25 days annual leave plus bank holidays
- An extra day off for your birthday
- Access to wellbeing support services through Nuffield Health including access to 24/7 online GP, discounted gym membership and mental health support, plus an employee assistance programme, free eye tests and flu vaccinations.
- Company benefits including life insurance, healthcare cash plan, four paid well-being days, and various social and charitable events throughout the year including a volunteering day at a charity of your choice.

- Optional benefits including cycle to work scheme, holiday trading, season ticket loan, retail discounts, etc.

If you think this role would be a great fit for you, please submit your CV and cover letter now to careers@shepherdsfriendly.co.uk. For further information, please contact 0800526249.

Diversity and Inclusion

The Society strives to build and nurture an inclusive culture that encourages, supports, and celebrates the diverse voices of our people to connect with our members and the communities we serve. We offer a range of family friendly, inclusive employment policies and practices, flexible working arrangements, employee engagement initiatives and office facilities and services to support people from different backgrounds.