Position Description: Project Implementation Coordinator

Project: New Services

Background:

As part of our 2024- 2030 Strategy of expanding into new markets, MASH Trust is launching two specific new community-based services. To ensure the success of these two new services, MASH needs to use proven project management frameworks to integrate these new services into our existing suite of services.

Project Implementation Coordinator:

The Project Implementation Coordinator will:

- aid with the development of the new services This will include developing the project plan, coordinating team activities, and ensuring project success.
- navigate across work streams to scheduling meetings, create reports, and communicating project details to team members and stakeholders, acting as a liaison between them and the Project Sponsor
- be actively involved in where their work interacts with the implementation of iplanit & Workday
- support the development activity of a MASH App to support these services
- develop a Standard Operating Procedure Manual and relevant policies and procedures

The success of this project is to hand the service over to the Programmes team ready to deliver referrals from 1st August 2025.

Key Responsibilities:

- **Develop Project Plan:** Manage project documentation, including reports, plans, and schedules.
- **Coordination:** Schedule meetings, take minutes, and ensure project team members are informed.
- **Communication:** Serve as a point of contact for stakeholders and working groups.
- **Project Tracking:** Monitor project progress, identify risks and issues, and report on budget and timelines.
- **Resource Management:** Assist in identifying and securing necessary resources, equipment, and personal as required.
- **Team Support:** Manage the project team in achieving outcomes by establishing standards and procedures.

- **Documentation:** Maintain accurate and organized project files and establish document control procedures. Develop and write a Standard Operating Procedure Manual for the Service Coordinator and Enabling Services to follow.
- **Assurance and Governance:** Support assurance and governance processes and follow up on action & issue registers.
- **Training and Mentoring:** Provide training and mentoring to new or current project team members as needed.
- **Collaboration:** Work closely with Senior Leadership Team, team members, and relevant Stakeholders to ensure smooth project execution.

Skills and Qualifications:

- Strong organizational and time management skills.
- Experience in implementing a new contract into business as usual.
- Excellent communication (written and verbal) and people skills.
- Proficiency in project management tracking and reporting.
- Ability to work independently and as part of a team.
- Understanding of project management methodologies.

Reporting to:

The position will sit under the Tupuranga workplan and report to the Digital Transformation Consultant.

Duration:

This is a 4-month position