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| **Title :** | Programme Co-ordinator |
| **Employment Type:** | Permanent |
| **Department :** | IT |
| **Location** | Glasgow |
| **Date**  | 02.12.21 |
| **Closing date** | 28.02.22 |
| **Salary** | £DOE  |
| **Recruiter** | Gillian Bryant, please send covering letter and CV to gillian.bryant@scottishfriendly.co.uk |

At Scottish Friendly we want to attract the best talent to help us achieve our vision: **to be a leading UK mutual insurer through innovation, efficient customer services and responsible capital management**. Scottish Friendly is one of the most progressive mutual life insurance offices in the UK with over 150 years’ worth of history in the financial services market. Based in Glasgow, Scottish Friendly is a dynamic and rapidly expanding financial services group dedicated to the efficient provision of a wide range of financial products and services. We employ circa 220 staff and we are growing.

As a friendly society, we don’t have any shareholders, so all profits are used for the benefit of the customers. Our people are enthusiastic and passionate about saving and investing.

If you’re inspired to join us, and have the necessary qualities, then this could be the opportunity you’ve been looking for.

**The Role**

Our technology team sits at the heart of the organisation, ensuring that internal and external users benefit from the most efficient and user-friendly applications and services.

We have a new position available in our team for a Programme Coordinator working as part of the development team reporting into the Head of IT Development. The Programme Coordinator will have a focus on the planning and delivery of projects within Scottish Friendly.

* Working with Operations Director and Head of IT Development to define, plan, scope and resource projects.
* Working within the SF development environment to define projects and development phases that meet timeline requirements.
* Engage with colleagues across the business and be a key contributor within the project teams.
* Understand complex problems and requirements.
* Identify and report on project risks, progress and objectives.
* Support the benefits realisation phase once projects implement.

**Candidate Specification**

* Strong interpersonal skills and ability to interact with all teams within the organisation.
* Experience of managing multiple projects/tasks at once.
* Experience of dealing with changing scenarios and challenges.
* Very organised and methodical.
* Excellent time management skills.
* Initiative and problem-solving skills.

We offer a competitive financial package and excellent benefits including generous pension, cycle to work, healthcare, access to EAP. We are able to offer extremely flexible working hours. At the moment most of our roles are currently hybrid with a mix of home and office working.

We are an equal opportunities employer. We believe diversity brings benefits for our customers, our business and our people. We welcome applications from all individuals regardless of age, gender, disability, sexual orientation, race, religion or belief.