

Job title	Business Coordinator		
Job family	Business Management & Administration	Band	C

Job purpose
To provide a wide range of business support services to the Business Unit (BU) to enable it to achieve business plan objectives.

Key responsibilities and accountabilities
<p><i>The role of business coordinator will encompass some or all of the below ‘Key Responsibilities and Accountabilities’, actual scope will be dependent on which BU the role operates within.</i></p> <ul style="list-style-type: none"> ● Assist projects/working groups by providing general administration services, basic analytics reports and tracking outputs. ● Support the implementation of strategic priorities and policies by providing and collating information as required. ● Coordinate BU business calendar activities to help monitor delivery and outputs. ● Help cascade information across BU to ensure effective communication flow. ● Provide general policy guidance and advice to support policy compliance working with divisional specialists (e.g. IT, Business Continuity, H&S etc.) as required. ● Work closely with BU business support functions across the BBC ensuring that all processes are followed. ● Work effectively with key BU stakeholders ensuring business support services are delivered efficiently. ● Provide the management team(s) with business support service including diary assistance , travel logistics, c-ordination of meetings, etc. ● Support the monitoring of the BU financial performance against budget, working with finance specialist and the management team to track or report outputs. ● Supporting the monitoring of the BU allocated budget(s), through providing basic analytics reports and tracking outputs. ● Responsible for co-ordinating team IT requests, user administration, systems access and record keeping. Working with the lead asset manager to ensure those who are joining, moving or leaving the department are equipped appropriately with the right IT. ● First line supervision of a limited number of people.

Knowledge, skills, training and experience
<p>Essential</p> <ul style="list-style-type: none"> ● Experience of providing administration assistance in at least one organisation. ● Organised, with ability to prioritise own workload effectively, to coordinate activities and conflicting demands to ensure that tight deadlines are met. ● Good communication skills both orally and in writing, and (with guidance) the ability to target content for the audience. ● Proven ability to work constructively in partnership with a range of individuals. ● Basic analytical skills, with experience of providing MI data reports.

- Strong computer skills with strong experience of office software packages (i.e. Word, Excel and PowerPoint).
- Ability to work with limited supervision, using own initiative to resolve most problems.
- High attention to detail and practical experience of gathering, analysing and collating complex and confidential information

Desirable

- Media sector experience.
- Relevant business management and/or project management qualification.

Job impact

Decision making

- Manages own time to achieve specified short-term targets.
- Operates within a 92-month planning timescale.
- Managerial guidance and assistance will be available.

Scope

- Financial. n/a
- Employees. n/a
- Other. Role/team dependent

Other information

For Reward team use only

Job Code

Definition:

Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description can be developed to cover such situations.

Division	News and Current Affairs
Reports to (title)	
Location base	Abuja, Nigeria

Organisation structure	
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Additional job specific responsibilities and accountabilities

The John D. and Catherine T. MacArthur Foundation is a private foundation based in United States. It makes grants to support non-profit organizations in approximately 50 countries around the world. In Nigeria, its activities involve promoting transparent and

efficient use of public resources in basic education with emphasis on the Universal Basic Education Commission's matching grant fund and the School Feeding programme. It is also bringing together regulators and other stakeholders in the electricity sector to raise consumer awareness and pilot new approaches to improving transparency in electricity distribution. The foundation is also working to promote accountability in governance in Nigeria. The BBC World Service is teaming up the MacArthur Foundation to produce and publish a series of multimedia content around these key areas.

We are recruiting a **Business Coordinator** to join our small but friendly project team based in the BBC Abuja Bureau.

Reporting to the Assistant Editor, your role is to provide a high level of administrative and organisational support for the project by scheduling and day-to-day monitoring of expenses and budgeting of the production/content in line with divisional requirements and relevant BBC frameworks, guidelines and policies.

You will prepare documents, organise travel arrangements, event bookings, manage purchase orders and invoices and support the onboarding of new project team members. You will maintain a good working relationship with key project stakeholders in Nigeria and act as a central point of contact.

Are you the right candidate?

The successful candidate will have demonstrable experience in **playing a coordinator role in a project of similar complexity**, with excellent time management and organisational skills. You will have knowledge of working with a range of stakeholders and have excellent communication skills. The ability to present information clearly and concisely is essential. An understanding of effective corporate reporting and management information is important. You must be able to handle highly confidential information with discretion at all times. A recognised qualification in project management would be desirable. Knowledge of handling project budgets, and finance tools such as SAP and Smartsheet would also be beneficial as would a working knowledge of Hausa.

Approval	
Manager	

JOB DESCRIPTION



HR Business Partner	
Date	