



**Senior Co-ordinator
Training Division
Uxbridge**

Salary - £24,000 p.a. plus benefits including final salary pension

People 1st is the sector skills council for the hospitality, leisure, travel and tourism sector. We have recently secured funding from the UK Commission for Employment and Skills (UKCES) through the Women and Work Sector Pathways Initiative to help develop management and leadership talent and ensure the career development and progression of women across the sector .

As a result we are seeking a talented senior co-ordinator to assist the Diversity Manager in the organization, administration ,smooth delivery and evaluation of this and other diversity focused programmes. This is no ordinary co-ordination role, as well as the end to end organization of events and programmes you will be required to help to identify business opportunities, project developments and represent People 1st at networking and show case events.

The successful applicant must have good organization skills, strong administration experience and excellent MS Office Skills (word and excel). The ability to work under your own initiative, manage multiple tasks and deadlines, think creatively and display excellent communication skills both written and oral are also essential. Ideally candidates should also be able to demonstrate good networking skills and have an awareness of current business issues facing HLTT sector.

To apply please send your CV and covering letter by email to [Roisin Boyer at jobopportunities@people1st.co.uk](mailto:jobopportunities@people1st.co.uk) by 11th July 2010.