Job Title	Network Coordinator
Reporting to	Partnership Manager
Salary	£27,000-£29,000
Role Purpose	To support the coordination of network activities, including Membership and Stakeholder Engagement and the coordination of projects
About GMLPN	GMLPN (Greater Manchester Learning Provider Network) is a membership network representing over 140 training providers and stakeholders across Greater Manchester. We work collaboratively with our members and partners to influence policy, drive improvement, and support the delivery of high-quality Further Education and Skills the city-region. Although we are a small team, we have a significant impact - championing the skills agenda across Greater Manchester and beyond through strong partnerships, strategic programmes, and dedicated member support.
Role Type	Full Time, Permanent
Hours	37.5 per week
Timescales	Closing date: Close of play 23rd July Interviews to be held: 28th / 29th July (in person)
Location	GMLPN c/o Mantra Learning, Greengate, Greater Manchester, M24 1RU Working (approx.) 3 days in the office, 2 days at home with flexibility.
Benefits	• 28 days annual leave (plus bank holidays) • An additional day off on your birthday • Team event days • Employee Assistance Programme • Access to discounts through Bright Exchange • Employer Pension Contribution • Opportunity for performance related bonuses
Key Responsibilities	**Membership & Stakeholder Engagement** • Coordinate membership engagement activities, including communications, events, and administrative processes. • Support the coordination of Network Meetings and other key member events. • Maintain accurate records and systems, including membership databases and CRM platforms. • Respond to member queries and support day-to-day membership administration. **Programme Delivery & Support** • Assist in the coordination of projects and GMLPN activities, including the Northern Skills Network, GM Skills Awards, and the Provider Support Programme. • Provide administrative and logistical support for events, meetings, and CPD initiatives. • Contribute to the delivery of Exchanges, workshops, and engagement activities that support members, as required. **Other** • Support the development and distribution of marketing and communications materials, e.g. e-mail, social media and website

	• Maintain awareness of organisational and operational developments. • In addition to core responsibilities, undertake reasonable tasks or activities to support the broader team that may arise, aligned to organisational priorities and personal expertise.

Skills	Essential
	• Organisational Skills
	  ○ Ability to plan, prioritise, and coordinate multiple tasks, meetings, and projects.
	  ○ Strong attention to detail and ability to meet deadlines.
	• Communication Skills
	  ○ Excellent written and verbal communication skills, with the ability to engage confidently with members, partners, and stakeholders.
	  ○ Ability to draft clear and professional emails, reports, and presentations.
	• Organisational and Project Coordination Skills
	  ○ Ability to plan, prioritise, and coordinate multiple tasks, meetings, and projects.
	  ○ Strong attention to detail and ability to meet deadlines.
	• Relationship Building
	  ○ Ability to build positive working relationships with a wide range of stakeholders, including members, partners and external Oragnisations
	• Teamwork and Collaboration
	  ○ Ability to work as part of a small, collaborative team
	  ○ Willingness to support colleagues and contribute to shared objectives
	• IT Skills
	  ○ Confident use of Microsoft Office, CRM systems and other digital tools
	  ○ Ability to manage and update databases, online platforms and basic reporting tools
	• Problem Solving
	  ○ Proactive approach to identifying and resolving issues
	  ○ Ability to seek support and escalate matters when needed
	
	Desired
	• Awareness of the further education and post-16 skills sector, particularly in Greater Manchester
	• Experience supporting events, meetings or workshops (virtual or in-person)
	• Basic understanding of social media platforms and how they support business growth and engagement
	• Experience providing project administration or coordination support

How to apply	E-mail a copy of your CV and covering letter to hr@gmlpn.co.uk by close of play 23rd July 2025. If you are interested in finding out more about the role, or GMLPN and would like an informal discussion then please e-mail hr@gmlpn.co.uk.