

Hannah Price

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Priya Shah
Programme Delivery Manager
Northbridge Community Projects
18 Alder Street
Manchester M1 4AB

Dear Ms Shah

Application for Project Support Officer (reference NCP-247)

I am applying for the Project Support Officer vacancy (reference NCP-247), advertised on your website. After seven years coordinating people, suppliers, budgets and time-critical venue changes in hospitality, I am moving into project support and would welcome the opportunity to bring that practical delivery experience to Northbridge Community Projects.

Your advert asks for accurate action tracking and coordination across several contributors. During a six-week refurbishment at Alder Table Group, I built the weekly action tracker used to sequence contractors, stock moves, staff training and reopening checks. I chased each task with the person responsible before its deadline, and all mandatory checks were completed before the venue reopened.

I also bring the budget and reporting work that project support relies on: I track monthly operating costs, check invoices against purchase orders and write performance and incident summaries for my regional manager. I would particularly like to support your community kitchens programme, which your website describes as running across 11 partner venues. Keeping contractors, suppliers and my own team on one refurbishment schedule showed me how much a shared tracker and a weekly update matter when several organisations work to the same dates.

Alongside my current role, I completed the APM Project Fundamentals Qualification in 2026 and intermediate Excel training in 2025. My CV is attached, with more on leading my team and running private events. Thank you for considering my application; I would welcome the chance to discuss it.

Yours sincerely

Hannah Price