# JOB DESCRIPTION

|  |  |
| --- | --- |
| **Job Title** | **Project Coordinator** |
| **Department** | **Historic Estates**  |
| **Location** | **Shottesbrooke, Berkshire / working from home**  |
| **Hours** | **21 hours a week**  |

**Essential Function – Job Summary**

The role is to coordinate activities on major refurbishment projects and provide administrative support to the Project Manager and the wider internal and external teams. The role is suited to a multi-tasker who is organised to proactively support and carry out a wide range of administrative tasks to enable projects to run smoothly and efficiently.

**Relationships**

|  |  |
| --- | --- |
| Reports To | Head of the Historic Estate |
| Directly Supervises | None |
| Provides Work Direction to | None |
| Works Closely with | Internal project managers and colleagues in all departments working on major refurbishment projects |
| External Relationships | Wider project team including:Architects/QS/Engineers/Consultants/Contractors/NHLF Assessors etc. |

**Key Accountabilities**

To support the HE Project Manager and wider team as follows:

* Set up and manage all electronic project folders, including access permissions, filing and archiving
* Initiate and co-ordinate information for the evaluation report for approved projects
* Manage monthly projects agenda and collate all pre meeting reports and information ensuring it is circulated in advance to all attendees
* Set up and maintain project cost trackers, including running financial reports for PM, checking cost lines with departmental leads and liaising with Accounts to reconcile monthly expenditure
* Maintain the overview of current and future Projects calendar and updating as and when required
* Collate information for Trustees quarterly meetings including information for project specific Gateway papers
* Prepare financial documentation for quarterly financial drawdowns for lottery (NHLF) or other grant aided projects
* Arrange meetings for internal and external team members as required by the PM; occasionally attending to take notes for follow-up actions
* Set up post construction completion programmes in excel, working with colleagues across the organisation to help ensure a smooth transition towards opening events/letting the building
* Assist with the compilation of maintenance manuals at the end of the project refurbishment for use by regional operational and maintenance teams
* Co-ordinate and assist the PM with post project reviews
* Proactively support the PM with ad-hoc administrative duties as and when required
* Undertake any other relevant activities which fall under the general scope of this role as directed by your line manager, which may include temporary admin cover within the HE team.

**Skills**

* Clear communicator, both verbally and in writing
* Organised and calm under pressure
* Excellent influencing skills
* Strong team player
* Proactive
* Takes responsibility and shows initiative
* Strong attention to detail
* Self-motivated
* Positive and friendly attitude
* Ability to multitask

**Education**

* Likely to be educated to GCSE A level or higher.

**Minimum Work Experience**

* Experience of working in a similar role in a construction (building) environment, particularly the heritage sector
* Proficient in using Microsoft Office (especially SharePoint & Excel)
* Proven ability to manage work to deadlines

**Person Specification**

| Requirement | Essential | Desirable |
| --- | --- | --- |
| Skills and knowledge | * Experience of working in a construction (building) environment
 | * Experience of working in the heritage sector
 |
| Experience | * Excel
* SharePoint administration
* Minute and Report Writing
* Office 365
 | * Salesforce or similar CRM software
 |
| Personal attributes | * Calm under pressure
* Able to multitask
 |   |
| Abilities | * Proactive
* Good communicator
 |   |
| Other special requirements | * Full driving license (occasional visit to site will be required)
 |  |

**TERMS OF EMPLOYMENT**

**Contract Duration**

This is a part time, permanent contract.

**Location**

This position will be based at Shottesbrooke, Berkshire. The role will initially be working from home during the Covid pandemic.

**Salary**

The full time salary for the role is £22,000 to £24,970 per annum (FTE) depending on skills and competencies, paid monthly in arrears.

**Working Hours**

Part time hours, 21 hours per week, days to be agreed.

**Holidays**

The holiday entitlement is 25 days per annum (pro rata) plus pro-rated statutory holidays, increasing to 30 days after 10 years’ service.

**Sick Pay**

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days (pro rata) in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor’s certificate will be required.

**Pension Scheme**

You will be automatically enrolled in Landmark’s pension scheme.

**Medical Health**

Private health insurance, currently with BUPA, will be provided when you have been with Landmark for a year. Landmark’s contribution will be pro-rated for part-time employees.

**Notice**

The appointment is subject to satisfactory completion of an initial 6 month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to one week’s notice on either side. A minimum of one month’s notice in writing on either side applies after the end of the probationary period.

**Health & Safety**

All staff are expected to observe all health and safety at work regulations as set out by

Landmark in accordance with statutory requirements.

**Contract**

The successful applicant will be required to sign Landmark’s Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark’s Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.