**JOB DESCRIPTION**

**Job title: Estates and Facilities Coordinator**

**Function: Estates**

**Reports to: Head of Estates and Facilities**

**Location:** **Edinburgh/Middlesbrough**

**Closing Date: 24 January 2020**

**PURPOSE OF YOUR JOB**

To support with the development and delivery of the Estates environment strategy across the organisation. Assisting with the day to day estates and facility queries. Maintaining records and building relationships to assist with the smooth running of the Estates.

**PRINCIPAL ACCOUNTABILTIES / KEY RESULT AREAS**

1. Accountable for the development and maintenance of the estate asset register.
2. Working closely with operations and external suppliers, building relationships, and ensuring continuous communications.
3. Support with the facilities provision including collation, monitoring and review of current lease, sub-lease and license arrangements.
4. Support with the acquisition or vacation of property assets, working closely with other strands in the business to ensure deadlines are reached and coordinated in line with allocated timeframes.
5. Resolve enquiries from suppliers, operations, and third parties ensuring their queries are answered and turned around in a timely manner.
6. Working with a set criteria and budget to source suitable premises to present to the head of estates. Coordinating property viewings and being available to travel to travel as and when necessary.
7. Monitor, progress and produce information to ensure the Estate meets the organisation's statutory obligations to include CDM regulations, working with Health and Safety, and other mandatory requirements dependant of the lease requirements.
8. Assist with the recording and monitoring of all costs and expenditure for sites ensuring in line with Budget.

**KNOWLEDGE AND EXPERIENCE**

* A good level of I.T. Skills - with experience of using Microsoft office packages, databases and other relevant software packages.
* Willingness to undertake travel in order to support business requirements.
* Being proactive, attention to detail; ensuring records are accurately maintained and managed.
* experience of delivering excellent customer care and service.
* Strong communication skills.
* Experience and knowledge of Estates as Facilities would be desirable but not essential.

**KEY INTERFACES**

**Internal:** Head of Estates, IT, Health and Safety, Operations, Marketing, Procurement, Exec team.

**External**: Corporate Real Estate Partners, Landlord, Suppliers, Councils.

**HOW TO APPLY**

Please state in no more than 500 words why you are suitable for this position - what skills and experience you can bring to the role.

Please send you statement along with your CV to natalie.conlin@fedcapemployment.org

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