

Job Title: Estates Coordinator (temporary contract – maternity cover)

Reports to: Head of Estates

Staff reporting: Estates Administrator

Based at: Mecklenburgh Square, London WC1N 2AB

Job purpose

This is a temporary role, providing maternity cover for up to 12 months. The Estates Coordinator will provide effective support to both the Director of Estates and Head of Estates by assisting with the implementation of strategic priorities and department plans. The Estates Coordinator undertakes a key role in managing the core functions and day-to-day operations of the Estates office to ensure the smooth operation of the department

Key responsibilities

Financial

- Oversee the department budget (revenue and capital), track and report on expenditures, produce monthly management reports
- Conduct monthly and quarterly budget reviews, perform variance analysis, and make in-year reforecasting adjustments following the College's financial procedures
- Contribute to the annual business planning process, provide financial data, conduct trend analysis, forecast expenditure, and complete necessary financial documentation
- Manage the issuance of purchase orders and authorise payment claims
- Assist management with budget planning, obtaining cost proposals, analysing expenditure and budget planning.
- Validate payment claims and raise invoice discrepancies with suppliers

Energy Monitoring and Management

- Serve as primary contact with our energy broker for utility information to validate billing, consumption, supply and metering queries.
- Monitor and report on energy consumption, perform forecast and trend analysis, identify irregularities and coordinate investigations where required.

Procurement

- Assist in procurement of services and capital works. including preparing and collating tender documents and evaluating tenders.

- Centrally manage all supply contracts and supplier files, tracking renewal dates and scheduling procurement and renewals.

Health and Safety

- Support the implementation of H&S initiatives and priorities
- Support the management of H&S e.g. arranging training, management information, administering committee meetings, taking minutes, supporting audits and inspections

CAFM and Management Information

- Manage the CAFM system and act as the main point of contact, ensure system performance and uptime, develop system expertise, train and support end-users, and create self-help guides.
- Participate in the asset validation process, upload all asset data (e.g. lifts, catering equipment, , fabric, electrical), conduct regular system audits and cleanses with Estates Managers, to maintain an up-to-date asset register
- Collaborate with the Estates Managers to schedule PPMs, cyclical maintenance, and reactive works.
- Oversee the help desk function with the support of the Estates Administrator, ensuring effective task allocation, tracking work orders, and maintaining communication flows. Liaise with the Estate Managers and confirm action status with customers
- Manage all estate maintenance records and operating and maintenance manuals, provide regular management information and performance reports.

Projects

- Support the Director, Head of Estates and other managers to ensure efficient completion of projects across the estate including contractor communications, financial management and communication with relevant stakeholders.
- Support the Director & Head of Estates with the management of the CAFM system and work in collaboration with Reception & House Administrators to facilitate the timely responses to repairs and maintenance requests from Members, staff, commercial tenants, and hotel/event management.
- Lead on Member communications when planning and arranging access to bedrooms and flats for repairs and maintenance.

Line Management

- Line manage the Estates Administrator, provide daily guidance, on-the-job training, and coaching. Delegate tasks and workflows, manage performance and productivity

Person Specification

- Experience in managing budgets, financial reporting and ability to track expenditure.
- Experience in energy monitoring and management including validating utility billing.
- Knowledge in procurement processes, including preparing tender documents and evaluating tenders.
- Understanding of H&S procedures, supporting H&S initiatives, and managing audits/inspections.

- Proficient in managing CAFM systems, including system performance, user training, and asset data management.
- Experience in scheduling planned preventative maintenance (PPM), cyclical maintenance, and reactive works.
- Ability to oversee help desk functions, allocate tasks, track work orders, and maintain effective communication.
- Experience in line management, including providing guidance, training, coaching, delegating tasks, and managing performance.
- Strong organisational and time management skills.
- Attention to detail and accuracy in financial and administrative tasks.
- Proactive approach to problem-solving and process improvement.