

The Role – Property Project Assistant

An exciting opportunity has arisen with our facilities team, reporting into our Director of Property. This is a fixed-term opportunity for 2 years.

The role will provide administrative, coordination, and project support across a portfolio of property, estate, construction, refurbishment, and facilities management projects. The role will support the successful planning, delivery, monitoring, and reporting of property initiatives, ensuring projects are completed on time, within budget, and in accordance with organisational objectives and compliance requirements.

PMO Set up- to deliver the Estates Masterplan & Projects

- Process set up for Project Approval and Reporting
- Systems to be established for Document control
- Bringing structure and discipline

Ongoing Support:

- Ongoing PMO support
- Ongoing Project Admin support
- Monthly Reporting
- Controlling information.

This is a new role within the Property team, reporting to the Director of Property, and so there will also be a wider requirement to set up systems, protocols and documents across the property portfolio to enable good estate management.

What We Offer

Alongside a competitive salary, we also offer generous benefits:

- Company Pension Scheme
- Enhanced Sick Pay
- Life Insurance Cover
- Enhanced Maternity/Partner Pay
- 35 Days Holiday Per Year
- Free tickets to The Open and AIG Women's Open each year (and other relevant R&A Championships)
- Cycle to Work Scheme
- Season Ticket Loans
- Contribution towards glasses for VDU use
- Discounts available across 800 UK retailers and local businesses
- Private medical insurance
- Electric vehicle salary sacrifice scheme

Key Accountabilities

Project Coordination

- Assist in the planning, implementation, and monitoring of property projects.
- Maintain project plans, schedules, action trackers, and key milestones.
- Coordinate meetings, prepare agendas, and record minutes and actions.
- Monitor project progress and escalate risks, issues, or delays where appropriate.
- Support the delivery of capital, maintenance, refurbishment, and relocation projects.
- Support with using/setting up Power BI.

Administrative Support

- Maintain accurate project documentation and filing systems.
- Prepare reports, presentations, and briefing papers for stakeholders.
- Track approvals, contracts, purchase orders, and project correspondence.
- Manage project databases and ensure information is up to date.

Financial Monitoring

- Assist with project budgeting and expenditure tracking.
- Process purchase orders, invoices, and payment requests.
- Maintain financial records and produce expenditure reports.
- Support cost-control activities and budget forecasting.

Stakeholder Liaison

- Act as a point of contact for internal departments, contractors, consultants, and suppliers.
- Coordinate communications between project teams and stakeholders.
- Assist with contractor onboarding and performance monitoring.
- Support customer and tenant engagement activities where required.

Compliance and Governance

- Ensure project documentation complies with organisational policies and procedures.
- Assist in maintaining health, safety, and statutory compliance records.
- Support procurement and tendering activities in line with company requirements.
- Help maintain risk registers, issue logs, and governance documentation.

Reporting

- Produce regular project status updates and performance reports.
- Maintain key performance indicators (KPIs) and project dashboards.
- Prepare information for management reports and board papers.
- Support lessons learned and project close-out activities.

Who We Are Looking For

Essential Qualifications

- Relevant qualification in Business Administration, Project Management, Property, Facilities Management, or Construction.

Essential Experience

- Experience providing administrative or project support.
- Experience coordinating multiple tasks and priorities.
- Proficient in Microsoft Office applications, particularly Excel, Word, Outlook, and PowerPoint.
- Experience maintaining records and producing reports.

Desirable Experience

- Experience within property, construction, estates, or facilities management sectors.
- Knowledge of project management methodologies.
- Experience using project management software such as MS Project, Monday.com, Asana, or similar.
- Understanding of procurement and contract administration processes.

Skills and Competencies

- Excellent organisational and planning skills.
- Strong attention to detail and accuracy.
- Effective communication and stakeholder management skills.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving abilities.
- Financial awareness and budget tracking capability.
- Proficiency in document management and reporting systems.

How to Apply

Applications can be submitted to recruitment@randa.org. Please attach CV and Covering Letter, clearly outlining the role you are applying to.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.