



Job Specification

For: Facilities Operations Co-ordinator

Ref: VR/01395

Job Description

Opportunity for a Facilities Operations Co-Ordinator to join a prestigious training facility in Chatham, Kent. Permanent contract. £28K - £30K + excellent benefits. 37 hours per week (Monday – Friday 8-4.30).

Benefits include:

- Six weeks paid holiday (plus bank holidays)
- Generous contributory pension
- Mental Health and Wellbeing support
- Private healthcare
- Cycle to work scheme
- Continuous professional development
- On-site gym

The Facilities Operations Co-Ordinator will assist the Facilities Manager and team in ensuring that the facilities, premises and equipment are managed, maintained and serviced to the highest standard.

Facilities Operations Co-Ordinator – an active and varied role which will include:

- Capital projects – managing external contractors - planning, organising, and delivering a wide-ranging workload to specific timescales.
- Actively seeking ways to improve and enhance the current working environment through innovation.
- Support the Facilities Manager by managing professional scheduling, including agenda preparation, taking meeting minutes, project calendar management.
- Coordinating document control and ownership.
- Procurement of materials and consumables.
- Support the Facilities Helpdesk, delegate workloads, and maintain excellent communication with staff.
- Handle invoices through the PO system, ensuring accurate payments and budgeting.
- Conducting site inspections and reporting issues.
- Asset management - manage accurate records and scheduling of the asset register, ensuring H&S compliance.
- Work across local sites and be prepared to travel further afield to new emerging areas of responsibility.
- Full UK driving licence required.
- Control Authority to Proceed process.

Additional experience to support your role:

- Qualifications and experience of CDM regulations.

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Sappers Network
RHQ RE, Ravelin Building
Brompton Barracks
Chatham, ME4 4UG
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- Experience in Facilities Management.
- Experience managing a range of assets.
- Knowledge of health and safety management.
- Good organisational, communication and IT skills.
- CAD Knowledge
- Understanding and experience of capital expenditure projects
- FM qualification of affiliation

The company is committed to creating a diverse and inclusive workplace, all applications will be considered. They provide support through Mental Health First Aid and Coaching and Mentoring schemes, are accredited Investors in People, ISO accredited and have a Gold Award in the Medway Healthy Workplaces Programme and have won several Health & Safety awards.

The company is passionate about the success they deliver for their learners, partners, and local communities, empowering people to be ambitious, solution-focused, proactive, and creative thinkers. Their values, Commitment to learner success, Investment in People, Collaboration through partnership to achieve shared goals, Innovation to prepare for tomorrow, help them achieve their vision, to be the UK's most innovative training design and delivery partner, trusted by customers to prepare them for tomorrow. They have a long and very successful partnership contract based at the Royal School of Military Engineering, Brompton Barracks.

All posts are subject to a Disclosure and Barring Service application. The company follows the DBS Code of Practice.

Armed Forces Covenant – We offer guaranteed interviews to military veterans if they meet the selection criteria.

Compiled by : **Fiona Louch**
Compiled on : **07/22/25**

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