



Job Specification

For: MECT Coordinator

Ref: VR/01433

Job Description

We are looking for an organised, practical and proactive person to join the company as our new Assessment Co-ordinator for our Military Engineering Construction Technician (MECT) apprenticeship standard. This is an important role supporting the delivery of End Point Assessment for the Level 3 Military Engineering Construction Technician apprenticeship at Brompton Barracks. You'll help make sure assessments are well planned, compliant and delivered smoothly, working closely with our team, assessors and military colleagues. At this company, assessment is simple, fair and human. We work in partnership with providers and employers to give every apprentice the opportunity to demonstrate what they can do with confidence.

About the role

As MECT Co-ordinator, you'll provide coordination, compliance and administrative support across the assessment process. You'll help manage apprentice registrations, assessment bookings, documentation, materials and assessment sites. You'll also support the practical delivery of assessments and ensure activities are completed safely and in line with contractual and regulatory requirements.

You will:

- Check gateway and assessment documentation for accuracy and compliance
Support the planning and booking of End Point Assessments
- Coordinate information between apprentices, assessors and key stakeholders
Collate information from management systems to support reporting and pipeline planning
- Help procure and manage the materials needed for assessments
- Support the maintenance and preparation of practical assessment sites
- Support the invigilation of assessments where required
- Make sure health and safety requirements are followed throughout assessment activities
- Respond to assessment queries and help resolve issues promptly
- Identify opportunities to improve assessment processes and ways of working

This is a permanent, full-time role based at Brompton Barracks.

Job Specification provided by:

Sappers Network
RHQ RE, Ravelin Building
Brompton Barracks
Chatham, ME4 4UG
Tele: +44-(0)7496 083483



Who we are looking for

We are looking for someone who can manage several responsibilities while remaining organised, accurate and calm. Military experience, particularly within the Royal Engineers, is highly desirable.

You should:

- Have strong organisational and time management skills
- Be able to work independently, take initiative and meet deadlines
- Communicate confidently and professionally with a range of people
- Have excellent IT, literacy and numeracy skills
- Be comfortable working within structured processes and compliance requirements
- Have a practical, positive and solutions-focused approach
- Hold a full driving licence and have access to your own transport

Experience within construction trades, training or assessment would be valuable. A business qualification would also be welcome, although relevant experience and the right approach are more important.

What it's like to work with us

We provide a structured, supportive environment where organisation, teamwork and clear processes help you do your job effectively.

You'll receive:

- Clear processes, guidance and expectations
- Structured induction and training
- Ongoing support from an experienced team
- A positive and collaborative working environment
- The opportunity to help improve and develop an important assessment programme

Role details

Role: MECT Co-ordinator
Contract: Permanent
Hours: Full-time, 37.5 hours per week
Location: Brompton Barracks
Salary: £28,000 per year

Interested? We'd love to hear from you if you have the experience, practical understanding and positive approach needed for this role.

Compiled by : **Fiona Louch**
Compiled on : **07/21/26**

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