

## **JOB DESCRIPTION: Project Co-ordinator**

**LOCATION:** Head Office, Units 1-6, Old Station, Higham, Bury St Edmunds

**REPORTING TO:** Commercial Projects Manager

**RESPONSIBLE FOR:** Managing funding and installation of projects for multiple customers to tight deadlines.

### **The Company**

Aran Insulation, part of Aran Group, is an award-winning, industry leading organisation striving to improve energy efficiency of homes throughout the UK. Passionate about improving quality of life and cost of living, the company's goal is to reduce carbon emissions of UK households. A dynamic company going through a growth and development period. Aran Insulation is committed to developing its staff through training and progression, giving them the tools and opportunities to excel.

### **Job Role**

The role of the Project Co-ordinator will be to manage the customers journey from the point at which a survey has been carried out to completion of the job. Liaising with multiple stakeholders both internal and external, funding streams, quote generation and managing critical project timelines. The role will require the effective management of the project lifecycle to ensure key targets are hit. Reporting into the Projects Manager you will be responsible for delivering multiple installation projects on time and to budget. A keen eye for detail and ability to handle multiple projects and customer is required. A positive, proactive, professional and process driven attitude are key to you succeeding in this role.

### **Key Responsibilities**

- Understand and allocate projects under multiple funding streams to support company targets.
- Carry out Critical Path Analysis on funding and installation and action accordingly.
- Liaising with stakeholders to ensure projects are completed on time and budget. Stakeholders management will include but not be limited to;
  - Internal/external installers/contractors
  - Local Authorities
  - Internal/external surveyors
  - Interdepartmental Operators
  - Management, up to and including Director Level.
- Be fully conversant with AI business standards and practices and to develop new processes to effectively project manage.
- Work to and generate KPI's to ensure informed decision making is at the forefront of project management.
- Manage the flow of data to ensure full visibility of evidence and compliance to government and industry standards.
- Generate quotes for all measures, including but not limited to; Heating, Insulation and Ventilation quotes.
- Book and manage all installation timelines - heating and insulation measures.
- Ensure all PAS evidence is available and correct.

- Management of multiple properties – through project management of multiple properties to ensure works and lodgement are completed within 12 week period.

The Project Co-ordinator will be based at the Aran Insulation Head office, in Higham and will work office hours Monday to Friday 9am to 5pm.

### Person Specification

Criteria	Essential	Desirable
<b>Experience / Knowledge</b>		
Project Management experience Scheduling experience		✓ ✓
<b>Skills</b>		
Computer Literacy Excellent communication skills Professionalism Team player Self-motivated	✓ ✓ ✓ ✓ ✓	
<b>Qualifications</b>		
Project Management		✓

### Note:

This is a description of the job as it is constituted at the date shown. It is the practice of Aran Insulation Limited to periodically examine Job Descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The MD, and management team of Aran Insulation Limited will conduct this procedure in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to your job description following consultation.

Description prepared by: Craig Thomson (Director of Operations)

Description approved by: Mark Randall (Managing Director)

Date: 04/07/2022