



FRANKHAM RMS

Fire Project Coordinator

Reporting to: Senior Project Manager
Team: Frankham Risk Management Services
Location: Sidcup/Hybrid





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Your Job Description

Reporting to: Senior Project Manager
Team: Frankham Risk Management Services
Location: Sidcup/Hybrid

Your key responsibilities

- Arranging appointments and liaising with clients and/or tenants.
- Creating, tracking and updating project sheets, report updates and issuing/creating schedules for projects.
- Book appointments using employee's diaries and click-up software.
- Support collating and issuing project documents.
- Maintain programme tracker for all contracts. This includes updates from assessors, from clients and from project manager.
- Creating jobs in Workbench.
- Setting up project folders.
- Raising purchase order requests.
- Chasing client purchase orders.
- Issue Fire Risk Assessments to client within current KPIs.
- Upload reports to client systems.
- Minute taking from meetings, circulating and filing.
- Making updates to the Pipeline.
- Drafting invoices and credit notes.
- Debt management (including aged debt).
- Adjusting job costs on Workbench.
- Ordering uniform.
- Preparing ID badges.
- Supporting project RLO to distribute resident letters for appointments.

About you

- A good general education to GCSE level.
- Further Education qualifications in a relevant subject are preferable, but not essential.
- Willingness to partake in further training required within the role i.e. Basic Fire Safety Training.
- Knowledge of Microsoft Office applications.
- Experience working within an office environment, team working, client and tenant communication.
- Good all-round coordinating and organisational skills.
- Background knowledge of compliance surveying practice preferred but not essential.



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Your Job Description

About you *continued*

- Excellent verbal and written communication skills.
- Good eye for detail and scrutinising of multiple sets of information.
- Ability to establish and build effective working relationships with the team, suppliers, clients and other contractors.

Benefits & Initiatives

We offer excellent benefits and initiatives, including:

- Hybrid working
- Health Insurance - Health Shield cash plan
- Professional qualification support
- Incentive scheme
- Electric Car Scheme - Tusker
- Cycle-to-work scheme
- Generous maternity & paternity pay
- Death in service
- Long service awards
- Frankham Friday
- Annual leave - sell, buy & carry-over
- Annual season ticket loan



FRANKHAM RMS

Join our team

At Frankham Group, we are on an exciting journey. As we scale to become a Top 25 UK built environment consultancy, we are launching a new corporate growth plan and a transformative People Strategy. To support this ambition, our team is expanding.

Over the next five years we will transform our business and the lives and careers of everyone who is part of our journey. We will all shape the future of Frankham, a future built on ambition, innovation, and our people.

Who we are

We are a leading multidisciplinary infrastructure and built environment consultancy.

Our vision and purpose is to shape a safer and better built environment – **trusted** by those we serve, **valued** by the communities we touch, and a place where great **people** thrive.

Reflecting our commitment to being a best-in-class employer, we have proudly held the Investors in People accreditation since 2011 and currently hold IIP Gold status.

Your career at Frankham

People are at the heart of everything we do.

Our commitment is simple: to provide a great place to work and to help you achieve your personal and professional career goals. We strive to create a culture of inclusiveness and belonging where all are welcome.

Working with us means you will

- maximise your development.
- be part of a community.
- work with exceptional people.
- have a healthy work-life balance.

The values we commit to

People. Partner. Purpose.



Putting People First

We support, respect, and empower each other, because when our people thrive, everything else follows.



Trusted Partner

We honour our commitments, communicate openly, and bring expertise, challenge and care to everything we do.



Driven by Purpose

We create safe, better and more inclusive environments for clients, communities, and the places we help shape.