

Project Co-ordinator

Contract type: Fixed term – 18 months
Working hours: Full-time (35 hours per week)
Location: Edinburgh – hybrid working
Salary range: £33,454 to £37,235

Job Description

Purpose

RBGE's Project Coordinator plays a vital role within the Estates & Sustainability function, supporting the smooth coordination and delivery of strategic programmes and projects, including major capital works and infrastructure upgrades aligned with RBGE's goals. The role provides high-quality administrative, financial and governance support across a diverse portfolio, working collaboratively within a fast-paced, adaptable team and managing multiple priorities to ensure projects are well-governed and efficient.

Core Responsibilities

Programme Governance and Coordination

- Support effective governance across the Estates and Sustainability function by coordinating meetings, preparing agendas and papers, and capturing clear, accurate minutes for committees, programme boards and working groups.
- Maintain well-organised, accurate records, ensuring information is handled responsibly and in line with GDPR and FOI requirements.
- Develop and manage the annual schedule of Biomes, Capital and Health & Safety governance meetings, ensuring smooth delivery of both in-person and Microsoft Teams meetings.
- Contribute to cross-organisational secretariat support where agreed, including the RBGE Health & Safety Committee and related groups, working collaboratively with colleagues across the organisation.

Project Support

- Support efficient and well-coordinated workflows by helping project documentation, timelines and deliverables move smoothly across projects and initiatives.
- Develop and share clear, standardised templates to reduce duplication and improve consistency and efficiency for everyone involved.
- Work proactively with Project Coordinators (both internal and external) to track actions and capture progress for clear, meaningful monthly reporting.
- Design and maintain effective administrative processes that help the department operate smoothly and focus on its priorities.
- Assist with preparing, reviewing and updating internal presentations and reports to support informed decision-making.

Financial Administration

- Work closely with Finance colleagues to raise purchase orders, process invoices and monitor project spend, making effective use of available digital systems.
- Support the preparation of clear, accurate financial reports and help track expenditure across a range of project and programme budgets.
- Actively manage and share financial information, flagging risks or emerging issues early to help project managers stay informed and make timely decisions.

Communication and Engagement

Draft clear, accessible internal communications, updates and reports that keep stakeholders informed and connected.

Act as a welcoming point of contact for project-related queries, ensuring information is shared promptly and reaches the right people at the right time.

Data and Reporting

- Maintain clear, up-to-date project dashboards and trackers that support transparent reporting to senior leaders and governance groups.
- Help compile and present data for performance reviews, audits and funding applications, supporting evidence-based decision-making.

- Keep accurate, well-organised and secure filing systems (both paper and digital), including archiving records in line with agreed procedures.
- Support ad hoc confidential project work and data analysis, handling sensitive information with care and discretion.

Miscellaneous

- Work collaboratively with colleagues across the department to balance workloads, share knowledge and help develop consistent, efficient ways of working.
- Provide cover for colleagues during periods of leave, helping to maintain continuity and support the wider team.
- Support the Head of Estates & Sustainability with additional agreed tasks and responsibilities, contributing flexibly to the team's overall success.

Person Specification

Essential Skills

- Proactive, motivated and solutions-focused, with a strong sense of ownership and commitment to delivering high-quality work
- Highly organised with the ability to manage multiple tasks, prioritise effectively and meet deadlines with confidence
- Confident and capable user of Microsoft Word, Excel and PowerPoint, using digital tools to support efficient ways of working
- Experience working in a project or programme support environment, coordinating schedules, resources and documentation
- Strong attention to detail, ensuring accuracy and clarity in meeting minutes, project updates and supporting papers
- Clear and confident verbal and written communication skills, with the ability to share information effectively with colleagues, stakeholders and external partners
- Able to work independently while also contributing positively as a collaborative and supportive team member
- Calm and effective when working under pressure, with the flexibility to respond to changing priorities

- Trusted to handle confidential and sensitive information with care, discretion and professionalism
- Experience managing documentation and reports, ensuring records are accurate, well-organised and stored appropriately
- Strong time-management skills, with a continuous improvement mindset and an interest in finding smarter, more efficient ways of working

Desirable Skills

- Familiarity with project management tools such as MS Project, Trello or similar platforms, or a willingness to learn and build confidence in using them
- Understanding of Building Information Modelling (BIM) approaches and quality assurance standards, or experience working with structured project delivery frameworks
- Experience working within public sector, charitable, academic or similarly values-driven organisations, with an appreciation of their governance and operational environments