

# Yeovil Town Council



## JOB SPECIFICATION

### Property & Projects Coordinator

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs grade C or above (including English and Maths) or equivalent NVQ or relevant experience.</li> <li>• Commitment to further professional development where required.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driver's licence</li> <li>• Relevant professional qualification in either project management or facilities management.</li> </ul>
<b>EXPERIENCE &amp; KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• An initiative-taker with strong organisational skills with the ability to prioritise and work independently and respond to change.</li> <li>• Demonstrable experience in a project or facilities management environment.</li> <li>• Familiarity with MS 365 and other tools (e.g. Teams, Word, Excel, PowerPoint, Adobe,) and collaborative platforms (e.g. SharePoint).</li> <li>• Knowledge of Health and Safety Legislation.</li> <li>• Full UK Driving Licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in mapping out project phases, tracking actions, across multiple concurrent projects.</li> <li>• An understanding of the property development work stages including acquisition and planning.</li> <li>• Experience of property development projects.</li> <li>• Previous experience in local government</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• An organised, approachable and reliable person who takes responsibility and is accountable.</li> <li>• Able to work independently and use own initiative to solve difficult problems.</li> <li>• Attention to detail and a keen eye for data quality and detail.</li> <li>• Excellent communication skills – able to confidently engage with cross-functional teams, senior officers and members.</li> <li>• Excellent level of interpersonal and team skills.</li> <li>• Good networking skills and an</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity for innovation and finding creative solutions</li> </ul>

	<div>ability to motivate others.</div> <ul style="list-style-type: none"><li>• Ability to manage own workload and deadlines.</li><li>• Committed to personal development.</li></ul>	
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