Job Title:

Project Development Coordinator

Location:

Home Based with Travel as Required

Reports to:

Head of Group Property Development

Accountable to:
Chief Executive Officer ‑ UK

Job Purpose

As Project Development Coordinator at Outcomes First Group, you will be an integral to the delivery of new schools across the UK. Working closely across stakeholders to ensure cross-functional delivery you will track all ongoing opportunities from site identification to feasibility to delivery. This is a highly collaborative and fast-paced ever evolving role that plays a critical part in our continued growth and commitment to expanding access to specialist education for neurodivergent children and young people.

**Key Responsibilities:**

* Project Pipeline Coordination
Maintain a clear and up-to-date register of all live and potential new school projects. You will manage and log new site leads, ensure internal visibility, and track each opportunity from initial scoping to board approval. Specific Tasks Include:
	+ Informing external property agents, investors, and developers of target locations.
	+ Recording new leads for review and as appropriate Coordinating timely site viewings and ensuring prompt feedback from the Team.
	+ The accurate preparation and coordination of information at each stage of the approval process.
* Stakeholder Support On-Boarding of New Sites
you will ensure stake holders; Marketing, IT, Legal, Financial and others have accurate property details to enable the registration and set-up of contracts and services.
* Handover Support
Support Property Development Managers to ensure the smooth handover of new schools in readiness for Ofsted Inspection and DfE Registration. Specific Task as Necessary:
	+ Supplier coordination
	+ Stakeholder coordination
* Maintain The Group Property Schedule & Records
maintain the Group Property schedule, timely updating of new properties and material changes to existing properties.

**Person Specification**

Essential Experience:

* Demonstrable experience in a project management environment, ideally with exposure to property development projects.
* A initiative-taker with strong organisational skills with the ability to prioritise and work independently and respond to change.
* Excellent communication skills – able to confidently engage with cross-functional teams and senior leaders.
* Familiarity with MS toolbox and other tools (e.g. Teams, Word, Excel, PowerPoint, Adobe, Smappen) and collaborative platforms (e.g., SharePoint, Teams).

Desirable Experience:

* Experience in mapping out project phases, tracking actions, across multiple concurrent projects.
* An understanding of the property development work stages including acquisition and planning.
* Exposure to working in the independent education sector.