**Job Title:** Project Coordinator

**Location:** Bristol or Ipswich

**Working hours:** 08:00 – 17:00

**Employment type:** Full Time

**About LivGreen:**  
At LivGreen, we’re passionate about creating sustainable, energy-efficient solutions that drive positive change. Our team is dedicated to delivering high-quality services while ensuring safety, compliance, and environmental responsibility. If you share our vision and thrive in a dynamic, purpose-driven environment, we’d love to hear from you!

**Core Values**

Our business works and thrives on the below values;

* Right From The Start
* Day One Mindset
* Extreme Ownership

**Why Join LivGreen?**

At Livgreen, we’re not just about delivering projects – we’re about making a difference. Here’s why you’ll love working with us:

* Benefits including cycle to work scheme, pension, tech scheme
* Medical cash scheme
* Option to buy more holiday
* Purpose-Driven Work: Be part of a team that’s committed to sustainability and driving positive change.
* Room to Grow: We’ll support your professional development and help you reach your career goals.
* Collaborative Environment: Work alongside a passionate and supportive team where your ideas are heard.

**The Ideal Candidate**

* Experience in a project-based environment, taking a project from cradle to grave.
* Excellent coordination & organisational skills
* Ability to juggle multiple deadlines
* Relationship building/Customer service skills.
* Ability to work in a busy and fast-paced environment.
* Attention to detail
* A good knowledge of IT and Microsoft Office
* Able to manage workload effectively
* Able to work well within a team

**Responsibilities**

* Ensuring Project Scheduling team have necessary information in the required format to complete bookings.
* Maintaining a clear and up to date programme of works for internal and client purposes
* Working with the Project Manager, define project tasks, durations, dependencies, and milestones.
* Identify the critical path and adjust schedules to optimize workflow.
* Work closely with Project Manager and other stakeholders to ensure schedules are aligned with project requirements.
* Daily updates to project schedules to reflect actual progress.
* Track and report schedule deviations, delays, and potential risks and report to management.
* Forecast completion dates based on current progress and identify corrective actions when needed to ensure previously agreed dates are met. Any risk of delay to be reported to management.
* Assign and track resources (labour, materials, equipment) and identify potential resource shortages or conflicts and propose solutions.
* Liaise with contractors and book appointments for works to take place
* Sorting resident access with contractors’ post booking (initial bookings made by Project Scheduler) and ensure issues are dealt with promptly within agreed timeframe
* Sorting any scaffolding issues that arise and ensure issues are dealt with promptly within agreed timeframe
* Evidence from contractors including all certification for lodgement (geo stamped, time stamped)
* Completing lodgement of properties through necessary systems on time
* Client point of contact for general queries / issues. Resolve or escalate to Project Manager as necessary. Any site related issue to be dealt with by Project Manager.
* Assist with incoming call answering and resolution for your Projects.
* Assisting the team to cover for holidays / absence within the team.
* Assisting Project Manager with any administrative tasks including information required for client meetings
* Creating O&M documentation and ensuring contractors supply the required information in a timely manner.
* Attending client progress meetings as required
* Assist Accounts team in authorizing invoices for payment ensuring evidence is complete and works are signed off / snag free
* Analyze past project data to improve future scheduling accuracy.
* Implement lessons learned and best practices for schedule efficiency.
* Suggest continuous improvement measures including process automation and better methodologies.

**Top Priorities**

* Owning schedule of works before and during delivery stage
* Ensuring client issues are dealt with promptly within the agreed timeframe
* Manage contractors to ensure compliance with submitting evidence

**Requirements**

If you would like any further information prior to applying, please get in touch with Imogen.

LivGreen values diversity and promotes equality. No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application.

**Note:** LivGreen prefers to hire directly and we will be in touch with our PSL Agencies if this role is eligible. We do not accept speculative CVs and no fee will be applicable if sent.