

ESTATES PROJECTS & ENVIRONMENTAL COORDINATOR

Estates & Facilities

Grade 6, Full time, Permanent
Job reference number: 202-26



Applicant Information Pack

Closing date

9am Wednesday 1 April 2026

Late or incomplete applications will not
be submitted to the Shortlisting Panel

Interview date

Wednesday 15 April 2026

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Job Description

Job title	Estates Projects & Environmental Coordinator
Department	Estates & Facilities
Grade	6
Hours of work	Full Time (1FTE)
Contract type	Permanent
Responsible to	Director of Estates
Responsible for	N/A
Liaises with	<p>Internal Director of Estates, Estates Technical Services Manager, Head of Projects , Facilities and Operations, H&S Manager, Assistant Estates Project Manager, Assistant Facilities & Operations Manager, wider Estates Team, Performance & Programming and Vocal & Opera staff, Administration/Professional Services Managers and the Academic Management Group, Student reps</p> <p>External Estates and FM consultants and contractors, Estates and FM Inspectors (statutory, insurance, environmental & safety), external and internal auditors, ISO14001, HESA, ESOS, HEFCE, AUDE and other sector bodies</p>
Job overview	<ul style="list-style-type: none">• To provide an efficient, effective, pro-active and organised administrative service to the Estates Project Manager and Director of Estates and the wider Estates teams.• To work closely with and support all four strands of the Estates team: Operations & Projects, H&S, Maintenance and Environmental Sustainability• To lead on management of sub-projects that feed into the Estates and Sustainability strategy• To lead on ISO-14001: 2015 certification process, including HESA, ESOS AUDE and other sector bodies liaison.• To lead on management, development and maintenance of all project administration systems and procedures to support the smooth running of all capital project team members and projects.• To act as the primary departmental contact for financial procedures, including invoice processing and reconciliation, supporting budget monitoring and forecasting.• To act as a key role for the College's environmental agenda, including strategy, projects, accreditations and initiatives, towards our carbon zero goal. <p>The role will require a strong, proactive administrator with a flexible approach and high levels of customer service skills to ensure stakeholders have a positive experience of the project team. The role will work with minimal supervision and is expected to use judgement and initiative to make appropriate decisions. High levels of accuracy and methodical working practices are also key as the post will ensure accurate records are held.</p>

Key Responsibilities

These include:

General Estates and Project Coordinator Duties

- Project management responsibility, engaging with stakeholders across multiple departments and facilitating strategic change and coordinate practical logistics to enable project delivery.

- Overall responsibility for setting up and maintaining administrative systems and processes for the efficient running of the Estates team and Projects including managing, maintaining and updating records for project documentation, programmes, construction drawings, contracts, and other project management activities in both electronic and hard copy formats.
- To lead on administration of all Estates financial information including receiving, inputting, coding and processing invoices, resolving queries and ensuring suppliers are paid within agreed timescales. To maintain accurate and detailed records, both paper and electronic copies and assist with the provision of financial/statistical information as and when required.
- To assist with managing day-to-day operational aspects of capital projects
- To work closely with relevant stakeholders to ensure effective and efficient implementation of Estates projects, liaising with them to answer all queries relating to the project and give status reports
- To be responsible for assisting with all project documentation, ensuring all relevant paperwork is complete, current, stored properly and circulated appropriately
- Attend and minute all Estates and Project team meetings including the preparation of and the booking of venue
- Prepare and distribute agendas and advance documentation for other meetings of committees, Working Groups, booking and arranging meeting rooms and catering as necessary.
- Assist in establishing and maintaining robust procedures for all capital projects, including procedures, protocols and liaison with external service providers/suppliers and contractors in tandem with the Estates team.
- Lead on preparation of management reports using Word, Excel or Database systems.
- Develop, implement and maintain filing and archive systems, provide scanning, photocopying and binding support and any other general clerical duties on behalf of the Project team.
- Produce regular reports including environmental, financial, 24/7, and estates performance reports and modify documents including correspondence, reports, memos and emails.

Estates Coordinator Duties

- Manage and effectively deal with business rates changes and the procurement of utility services; gas, water and electricity.
- Assist in establishing and maintaining robust procedures for contract monitoring including measuring KPI's from in-house and external service providers/suppliers and contractors.
- Lead on the preparation of regular management reports including environmental information for ISO14001, HESA and TRAC reports, 24/7 usage reports and estates performance reports using Word, Excel and/or CAFM.
- Manage requests for information, data and Freedom of Information Requests and resolve administrative enquiries in a timely manner ensuring high levels of customer satisfaction.
- Develop, implement and maintain filing and archive systems, provide scanning, photocopying and binding systems and any other clerical duties on behalf of the Estates team.
- Develop customer satisfaction surveys and manage the design, distribution, collection of results, feedback and reporting. Work with Estates managers to ensure improvements are delivered.
- Manage the update on the Estates intranet page including Maintenance, Facilities and H&S information
- Co-ordinate all statutory compliance records and progress reports. .
- Attend all Estates team meetings including the preparation of advance documentation
- Provide substantial support in preparing for ISO 14001 internal and external audits, management review meetings, environmental meetings and so on including the preparation of papers and reports, minuting meetings and distributing and follow up actions.
- Provide substantial support to the CAFM system lead on developing the systems, identifying opportunities for improvement and ensuring full user and stakeholder engagement, training, monitoring, and reporting.

- Undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

Environmental & Quality Management duties

- Ensure the College retains all current accreditations; ISO 14001: 2015, including internal and external audits and lead the drive for continual improvement of these standards throughout the College.
- Review and maintain at least annually all Environmental Policies
- To attend and be an active member of the Environmental Committee.
- Work with colleagues to provide reports on all environmental and quality issues as requested by the Director of Estates or Head of Projects, Facilities & Operations.
- Undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

General

- Promote effective working relationships throughout the Estates team through good communication processes with all groups of staff and managers and with all external organisations.
- Ensure adherence to all RCM's Policies and Procedures.
- Attend relevant training courses internally or externally to update skills and for the benefit of both parties.
- Take responsibility, where appropriate, for acting as a project champion to the RCM community and external stakeholders.
- Undertake any other reasonable duties that may be assigned from time to time which reasonably fall into the scope of the job taking into account the post-holders grade, skills and qualification.

Person Specification

Criteria	Description	Essential/ Desirable	How Criteria Are Tested
Qualifications	A Degree or Higher Education qualification or equivalent experience	Desirable	AF, INT
Experience	Project management experience within a HEI or the arts/creative sector	Essential	AF, INT
	Working in an office environment as an administrator, ideally in an Estates or Finance related environment	Essential	AF, INT
	Being responsible for financial information; logging, recording and monitoring	Essential	AF, INT
	Reviewing and improving filing, management or administration systems to improve overall service delivery	Essential	AF, INT
	Providing overall PA support including diary, email and meeting management	Essential	AF, INT
	Servicing meetings and ability to take accurate and concise minutes	Essential	AF, INT
	Writing reports using a range of IT packages; Word, Excel, PowerPoint, Database	Essential	AF, INT
Knowledge & Skills	Ability to plan tasks, achieve deadlines and prioritise effectively, coping successfully with working under pressure	Essential	AF, INT

	Excellent organisational skills – methodical and systematic in organising all workloads and individual tasks and ability to meet strict deadlines	Essential	AF, INT
	Knowledge of Computer Aided Facilities Management Systems	Desirable	AF, INT
	Knowledge of contract management	Desirable	AF, INT
Personal Attributes	Enthusiastic and motivated; eager to learn new skills	Essential	AF, INT
	Interest in and knowledge of classical music and Higher Education	Desirable	AF, INT

AF = Application Form INT = Interview ST = Selection Test
The duties and Responsibilities assigned to the post may be amended by the Director of Estates within the scope and level of the post.

Terms & Conditions

Availability	The post is immediately available and the postholder should ideally be available to start as early as possible.
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Contract type	Permanent
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Hours of work	<p>The role is offered on a full time (1FTE) basis.</p> <p>Full time hours at the RCM are 35 hours per week. Normal working hours are 9:00am-5:00pm (with a one-hour lunch break), Monday to Friday.</p> <p>This is a full-time role based onsite, for operational reasons this is not a role for which a hybrid working pattern can be accommodated.</p>
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Salary	RCM Pay Scale Grade 6, incremental points 20 – 24:												
	<table border="1"> <thead> <tr> <th>Spine points</th> <th>Full-time salary*</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>£34,350</td> </tr> <tr> <td>17</td> <td>£35,173</td> </tr> <tr> <td>18</td> <td>£36,069</td> </tr> <tr> <td>19</td> <td>£37,006</td> </tr> <tr> <td>20</td> <td>£37,968</td> </tr> </tbody> </table>	Spine points	Full-time salary*	16	£34,350	17	£35,173	18	£36,069	19	£37,006	20	£37,968
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*inclusive of London Weighting allowance

Appointments will normally be made to the first point of the grade, in accordance with the RCM Pay Policy. Staff are entitled to an annual increment each year on 1 August (dependent on 6 complete months' service) until they reach the top of the grade.

Payday is the 15th of each month or the last working day before this should the 15th fall on a weekend or bank holiday.

Visas/ Right to Work in the UK	<p>If you have time limited permission to work in the UK you must provide full details on your Application for Employment form.</p> <p>If you do not have permission to work in the UK but would be eligible to apply for a Visa you must state the applicable route on your Application for Employment form. We suggest you use the online</p>
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tool provided by the government to explore your eligibility and options relating to Visas. [Visa Checking Tool](#)

Some applicants including prospective professors, may wish to explore the Global Talent Visa route. Further information about endorsement for this visa can be found on the [Arts Council](#) website.

This is **not** a role for which the RCM will act as a sponsor for the Skilled Worker route.

Immigration Advisors

The HR department cannot act as immigration advisors however if you are an international student studying in the UK you can seek guidance from the [UK Council for International Student Affairs \(UKCISA\)](#). Alternatively the Office of the Immigration Services Commissioner (OISC) which regulates immigration advisers maintains a [list of approved Immigration Advisors](#).

DBS check

Not applicable for this post.

Probation

The post has a six month probationary period.

Notice period

The appointment will be subject to termination by not less than one month's notice. Notice during probation will be seven days' notice by either party.

Pension

The Universities Superannuation Scheme (USS) is available for all administrative staff. Full details of the scheme can be found on the USS website: www.uss.co.uk. Arrangements exist for members to make additional voluntary contributions (AVCs).

Annual leave

Full time staff are entitled to 210 hours of holiday per annum, plus public holidays.

The RCM is closed between Christmas and New Year each year, the three days in this week that are not bank holidays will come out of the postholder's annual leave allowance.

How to Apply

Closing date

9am Wednesday 1 April 2026

Applications received after the stated closing date will not be considered.

Interview date

Wednesday 15 April 2026

Shortlisted candidates will be notified in due course.

We communicate interview dates in advance to ensure candidates have adequate notice to make arrangements. Regrettably we are unlikely to be able to accommodate alternative interview dates.

To apply

To apply, please submit the following documents available on the RCM jobs page

- Application Form
- Equal Opportunities Form

The above documents should be sent to recruitment@rcm.ac.uk by the stated closing date.

We encourage applications by email however if you wish to post your application you must ensure this reaches us by the closing date.

Late Application Forms, incomplete Application Forms, Application Forms submitted in a format other than Word or PDF and CVs without an Application Form will not be accepted.

Alternative formats If you need to receive our recruitment documentation in a different format, such as large print or are not able to submit an application electronically, then please contact us to discuss your requirements.

Interview process Interviews will take the form of a panel interview, normally comprised of three staff members however more senior positions may have larger panels. Details of the interview panel will ordinarily be included in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

As part of the interview format you may be invited to take a brief tour of our facilities, details will be included in your interview invitation and we will be happy to accommodate accessibility requirements.

A test or presentation may form part of the interview process and details will be provided in the interview invitation. We will be happy to make any reasonable accommodations as part of this process.

Staff Benefits

Travel Interest free season ticket loans are available to cover the cost of a 12 month season ticket between a member of staff's residence and the RCM. The loan will be repayable by deduction from salary over a period of 12 months or on leaving the employment of the RCM, if earlier.

We also offer a tax-free bicycle loan under a similar repayment scheme.

Events There is a range of concerts taking place at the RCM throughout the weeks, staff are entitled to one free ticket per charged concert (excluding Opera and non-RCM promotions), and unlimited tickets for non-charged concerts.

Eye tests & hearing tests The RCM will cover the cost of an annual standard eyesight test (normally up to £25) and contribute £50 towards the cost of glasses, provided that they are for use with VDUs. We will also cover the cost of hearing tests.

Employee Assistance Programme All RCM staff can get free and confidential advice from Confidential Care (CiC). The service is open 24 hours per day, 365 days per year, by telephone or via the web.

Professional Development The RCM is committed to the support of training and professional development for all members of staff and a range of opportunities are available.

About Us

The College Opened in 1883 by the then Prince of Wales, the Royal College of Music (RCM) is a world-leading music conservatoire with a prestigious history and contemporary outlook. The RCM is a

vibrant community of talented and open-minded musicians, with over 900 students from more than 60 countries studying at undergraduate, masters or doctoral level in the Senior College throughout the week and 300 students on a Saturday in the Junior Department. Former students of the RCM hold key roles in music and the arts in all parts of the world - as performers, teachers, composers, conductors and amateurs. The RCM was ranked as the global top institution for both Music and Performing Arts in the 2025 QS World University Rankings by Subject. The College has held this world-leading place in Performing Arts for four successive years, while Music is a new subject introduced to the rankings in 2024.

Staff

The RCM has over 250 members of professorial (teaching) staff and over 100 teachers in the Junior Department - the majority of whom are busy professionals with worldwide reputations, who include teaching among the various musical activities that they regularly undertake. Their work, and the work of the College as a whole, is supported by a team of over 100 administrative staff.

Location

The RCM benefits from its particular location in South Kensington - one of the most attractive and interesting parts of central London. The area is well-served by public transport: South Kensington tube station is within ten minutes' walk; several bus routes pass the Royal Albert Hall. Kensington Gardens and the renowned museums of Exhibition Road, the Natural History Museum, the Victoria & Albert Museum and the Science Museum, are only a short walk away; Imperial College of Science, Technology & Medicine is next door; the Royal College of Art and the Royal Albert Hall are just across the road. The area, known originally as Albertopolis, emerged as a location for national institutions in the arts and sciences after the Great Exhibition of 1851 largely because of the enthusiasm of Prince Albert. Relationships with neighbouring institutions are friendly and supportive.

Department

The Estates & Facilities department provides a key function in supporting the College's core business. It is responsible for all hard and soft facilities management services, all aspects of property management, front of house, project management and all aspects of Health, Safety and Environment.

The Royal College of Music is an Equal Opportunities employer.

Aida Berhamovic
Director of Estates
March 2026

