**Graduate Internship Programme – Job Description**

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| **Job title** | Facilities Project Coordinator (PROP1) |
| **School / Department** | Property Services |
| **Line manager who the intern will report to** | Emmanuel Asiamah |
| **Is this role hybrid working or permanently onsite at UWL?** | Permanently Onsite |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| To gain and develop professional skills and experience in facilities management and project coordination with the University of West London Property Service |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of the graduate-level project (s) assigned by a line manager from the Property Services Department (PSD).  The post holder will be working within a team and will be expected to use their initiative and undertake self-directed learning within a supportive environment to develop their skills and gain a good working knowledge of the PSD policies and procedures and of the wider University, to make a positive contribution to the team and PSD.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * A strong understanding of facilities management * An understanding of the importance of and skills in administration * Develop a range of communication skills * Experience working with cross-functional teams * Awareness on the importance of health and safety |

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| **Key areas of responsibility** |
| * To assist in maintaining accurate records and files in accordance with university policies and procedures * To assist in ensuring compliance with Health and Safety regulations and the Data Protection Act * To effectively communicate with various stakeholders within the University of West London regarding the project and BAU activities as identified by your line manager * To assist in the smooth running of the day-to-day operations of the estate * To identify and escalate any issues affecting the estate, student, and staff experience |

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| **Skills/knowledge required** |
| * Time management and prioritisation * Problem-solving * Adaptability * Teamwork * Microsoft 365 |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024