

Role Profile

Role Title: Project Coordinator – Active Disposals Programme

Business Area: Development/Strategic Asset Management

Department/Team: Strategic Asset Appraisal Team

Reports to: Project Manager

Direct Reports and span of control: None

Dimensions (budget holder, level of contract/systems etc responsibility): Financial reporting, sales negotiation, anti-money laundering compliancy, data management.

Created/Reviewed date: September 2024

Role Purpose

The Project Coordinator provides operational support to the Project Manager and the Options Appraisal Programme Manager in identifying and prioritising underperforming assets within the group within the active disposals programme.

The coordinator has responsibility for assisting in delivering suitable disposals strategies, liaising with the Home Move team to achieve a rolling programme of tenanted disposals on target.

The Project Coordinator has a key role within the Active Disposals team to support the delivery of strategic asset management objectives whilst maintaining high quality, efficient, customer focussed and professional asset management service.

Key Accountabilities

- Assist the programme manager and project manager in the delivery of the active disposal programme, reviewing poorly performing properties against set criteria evaluating key performance indicators from SHAPE in conjunction with stock condition and void cost data.
- Assist the programme manager and project manager in the management of single and multi-unit disposals, working with external property consultants to oversee the operational process including instruction, access, and marketing from possession through to completion. Apply creative solutions to difficult to sell properties ensuring route to market provides the most financially advantageous outcome for Aster.
- Assist the programme manager and project manager during disposal activities, including instructing estate agents and auctioneers, reviewing marketing information, negotiating offers and liaising with colleagues in the Asset Transaction Team to progress sales expediently.
- Provide project support to the project manager throughout the void disposal process; this includes liaising and consulting with colleagues and external stakeholders, circulating project notifications to operational teams and attending meetings to represent the project and reinforce our purpose.

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- Communicate project updates to stakeholders within set timescales to ensure all relevant departments act appropriately following selection or retention decision.
- Ensure data collation and recording is consistent, in line with project procedures and to audit standard at all times.
- Work from regional Aster Hubs when necessary to meet with team members, internal stakeholders or external agents, valuers and consultants in any of our project regions.
- Assist in the preparation of reports on outcomes of property appraisals, ensuring informed recommendations are made in support of strategic and operational investment decisions as set out in the business plan.
- Coordinate Strategic Asset Appraisal Team project activity such as organising task group meetings, training, and team specific requirements, where necessary.
- Support the head of strategic appraisals and programme manager in the delivery of strategic reviews across various property portfolios and needs categories to make informed investment recommendations in line with the asset management strategy.
- Being a central conduit for the Strategic Asset Appraisals Team ensuring the asset management services provided are of the highest possible quality delivering value for money, operational performance and best practice.
- Undertake other duties and responsibilities that may be required from time to time by the programme manager, head of strategic asset appraisals and strategic asset director.
- Promote and maintain a customer focus in line with the Aster Group Customer Charter.
- Ensure Aster's policies and standards in relation to equality and diversity are promoted and implemented in all activities.
- Promote and maintain an active approach to health and safety, in respect of yourself, colleagues and customers.
- Take responsibility for own personal development, updating knowledge of changes in legislation, best practice and other developments relevant to the post holders service and which affect the wider business.

Experience and Qualifications

- Educated to GCSE Standard (or equivalent), including English and Maths at C grade or above.

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- Excellent communication and organisational skills are essential
- Experience working within property, housing or asset management is essential.
- Data management and digital filing experience is essential.
- Experience of project management is desirable.
- Knowledge and experience of using Microsoft systems such as Excel, Teams, Outlook and Word, Excel, Teams and outlook is essential.
- Ability to demonstrate a high level of customer service in all undertakings including estate agents and professional consultants
- Sales negotiation skills and target focussed approach is desirable
- Knowledge of relevant sector legislation including (not limited to) the anti-money laundering regulations, building safety policy and housing act.
- Excellent analytical skills and problem solving.
- Ability to work independently where necessary to coordinate multiple projects and prioritise workloads in a changing environment
- Ability to work within a team environment, developing strong and productive internal and external relationships with colleagues and stakeholders.
- A full UK driving licence is essential as travelling between offices and conducting site visits across all areas covered by Aster is required.