



Sodexo Ireland



#JOB-2423530



Ireland,



No of positions : 1



Paid Position



40 hours per week



48000.00-52000.00 Euro Annually



04/12/2025



01/01/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.sodexojobs.co.uk/jobs/job/Contract-Coordinator-Project-Lead/151448>



Open your camera app & point here to view this ad online



Contract Co-ordinator & Project Leader

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Contract Co-ordinator & Project Lead (1-Year Fixed Term)

Location: No Fixed Location, Island of Ireland (You must live in Ireland to be considered for this role)

Salary: Schools & Universities

Contract Type: 1-Year Fixed Term Contract, Full Time

About the Role

We are seeking a highly organised and proactive Contract Co-ordinator & Project Lead to support the mobilisation, improvement and growth of a newly launched PPP contract within the Schools and Universities segment. This role blends hands-on project delivery with operational support, ensuring compliance, driving performance, and contributing to a culture of continuous improvement.

This is an ideal opportunity for someone with strong FM, construction, or project management experience who thrives in a fast-paced, collaborative environment.

Key Responsibilities

Operations

Support the PPP Contract Manager and Helpdesk in decision-making.

Provide site-based FM cover or support where necessary.

Deliver regular project and operational updates to the local team.

Ensure all work complies with legal, statutory and contractual requirements.

Assist with supply chain management and procurement for contracts approaching renewal.

Help develop and implement service delivery plans and operational procedures.

Project Management

Scope, plan and deliver small-scale projects from procurement to completion.

Align project objectives with contractual and organisational goals.

Liaise with clients, end users, operational teams and senior stakeholders.

Manage contractors and ensure projects meet time, budget, quality and safety requirements.

Provide timely project reporting to senior leaders and stakeholders.

Balance multiple projects and respond to ad-hoc requests as needed.

Client Engagement

Understand client specifications and ensure they are reflected in project scope and documentation.

Identify opportunities to add value and support proposal development.

Maintain a professional and positive presence in all client interactions.

Participate in client meetings, recording actions and ensuring follow-through.

Financial Management

Control costs in line with budgets using approved suppliers.

Support profitability through efficient project and initiative delivery.

Business Improvement

Identify and address barriers to operational success.

Highlight opportunities for revenue growth and productivity improvements.

Support deployment of best-practice processes and improvement initiatives across the contract.

Skills, Knowledge and Experience

Essential

Level 7 qualification or equivalent in FM, Construction or Project Management.

Experience in FM, construction or maintenance environments.

Proven ability to coordinate and deliver small projects.

Strong critical thinking, problem-solving, leadership and decision-making skills.

Experience in conflict resolution and stakeholder communication.

Strong commercial awareness and analytical ability.

IOSH Managing Safely (or equivalent)

- **Sector:** administrative and support service activities

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0

- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree) **OR** Level 7 qualification or equivalent in FM, Construction or Project Management

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Collaboration, Teamwork
- **Specialising In:** osh managing safely