



PLACEMENT STUDENT

**ROLE SPECIFICATION
(CONSTRUCTION)(PROJECT
MANAGEMENT COORDINATOR)**

LANDMARC

CONTEXT AND BACKGROUND

[Landmarc](#) is a national facilities firm, which supports the Ministry of Defense (MOD) with military training on over 100 sites across the four nations of the UK. Landmarc manages almost 1% of the UK land area with over 70,000 hectares of nature conservation sites, 811 Scheduled Monuments, and extensive historic landscapes. The 2026/27 student placement programme will support Landmarc in the development and delivery of our new TESC contract with the MOD and the work of our placement students will be key in our aims of supporting safe, sustainable training solutions for the armed forces.

Following the recent award of the £560m, 7(+3) year, Training Estate Support Contract, Landmarc is looking to further strengthen the technical streams of the business. The Project Delivery team are looking to build upon the unprecedented success of recent years by restructuring and growing to implement an increased focus on pre-construction and project delivery assurance. **An exciting opportunity has arisen for a placement student to fulfill the role of Project Management Coordinator within the Project Management Office.**

ROLE PROFILE

Job Title:	Placement Project Management Coordinator
Location:	Longmoor Camp
Reporting to:	Programme Manager SE
Start Date:	TBC
End Date:	Start date plus 6 – 12 months to meet course requirements

Summary of the role

As the Placement Project Management Coordinator you will provide support to Senior Project Managers on the pre-construction elements of complex projects ranging between £1m-£10m in value. You will help to develop and refine the client brief, establish preferred options and aspects of CDM compliance. You will help to champion government soft landings by engaging with and managing key stakeholders throughout the project life cycle. You will carry out administrative functions to review supply chain design and compliance including project planning, liaison with statutory bodies, identifying and managing project risks, minimising through-life costs and achieving sustainability targets.

As projects transition to regional Project Delivery teams for the construction phase you may be seconded to work under regional Project Managers, providing support through to the handover and into the operational and asset management phases.

The role is based at Westdown Camp on the Western edge of Salisbury Plain but has the opportunity for visits to regional construction sites anywhere across the UK as applicable.

Duties of the role

In this role you can expect to be involved in an immensely varied portfolio of projects including reacting, at pace, to the Operational requirements of the UK Armed forces and its partner nations. Our current pipeline of projects include delivery of; modern accommodation blocks, kitchen diners, complex urban training features including subterranean tunnel systems and after action review technology. Expect significant focus on upgrades to M&E infrastructure across the Defence Training estate transforming often outdated systems with new, advanced sustainable solutions as we look to hit net zero and other environmental targets.

Main Responsibilities – Provide Support to Senior PMs who:

- Manage complex projects through the pre-construction phase
- Provide assurance to regional teams during the project delivery phase
- Deliver various outputs to ensure the business fulfils its role under CDM Regulations.
- Collation and preparation of tender documentation
- Manage design assurance
- Communicate clearly with a variety of complex stakeholders
- Delivery of outputs using various software tools including ASite, MS Excel and MS

Ideal person

The following lists detail the ideal person to carry out this role and will be used as the selection criteria during the recruitment process.

Prerequisites for role

- Intention to progress into Construction / Facilities Management / Engineering
- A good communicator who can brief effectively
- Motivated self-starter who can work independently as required
- Good IT Skills (MS Word, Excel, Project) with a willingness to learn new packages including ASite.
- An willingness to research and problem solve

OTHER INFORMATION

In addition the successful candidate will be expected to undertake a limited amount of UK travel as project needs dictate.

The remote nature of some of the Landmarc sites and lack of public transport means that the successful candidate will need to access to their own transport.

Candidates must meet the UK residency requirements (5 years minimum) and successfully complete Baseline Personnel Security Standard. This is compulsory for all personnel who work for Landmarc Support Services Limited as Official Defence Contractors. This includes a Basic Police Disclosure, however, unspent convictions are not necessarily a bar to employment and will be reviewed case by case to ensure there are no risks to the security and integrity of the work completed by Landmarc Support Services Limited

NEXT STEPS:

If you are interested and think you have what it takes to become a Landmarc Project Management Coordinator Placement Student please submit a CV and written expression of interest via our Careers Hub.

To have an informal chat about the role and find out more about what is required then please contact Allan.Fox@landmarcsolutions.com