

FM & Projects Coordinator

Liverpool Experience Campus operates the city's waterfront event campus – the interconnected M&S Bank Arena, Liverpool Experience Campus and Exhibition Centre Liverpool - as well as ticketing agency Ticket Quarter and the Pullman Liverpool Hotel. Playing a leading role in shining a spotlight on Liverpool, we have successfully staged a wide array of national and international events, from shows and conventions, business gatherings to exhibitions, developing our offer over the last decade to that of a world-class provider of venue and event services.

We are currently looking for a proactive **FM & Projects Coordinator** to join our team. This is an exciting opportunity for someone who is organised and enjoys managing multiple priorities whilst supporting both facilities and project related activities.

Company Benefits

We are an award-winning, world-class venue where our people are at the heart of everything that we do. Recognition and reward are of huge importance to us at Liverpool Experience Campus, and just some of the benefits staff can enjoy including:

- An enhanced holiday scheme which increases with length of service.
- An excellent pension scheme is available.
- Access to a premium health care policy, which includes an employee assistant line, contributions towards a wide range of medical costs, such as dental and optical and staff discounts.
- Enhanced maternity, paternity and adoption leave schemes.
- An excellent occupational sick pay scheme.
- Free onsite parking right in the heart of the city centre.
- Employee Reward Platform.
- A dedicated wellbeing strategy to support staff when at work.
- 25 Qualified Mental Health First Aiders on site.

Liverpool Experience Campus is a place where you can truly make a difference. Some of the wonderful things Liverpool Experience Campus have achieved / continue to work towards:

- Disability Confident Employer
- Sunflower Friendly Business
- Member of the Fair Employment Charter
- Real Living Wage employer
- Social value impact plan - last year we contributed over £6.4m
- Green Meeting's Gold Standard
- Sustainability Strategy
- Positively influencing biodiversity – in the grounds of our campus, we have 3 beehives
- Carbon Neutral Campus
- Accessibility Strategy
- AccessAble Guide

About the Role:

As FM & Projects Coordinator, you will support the Facilities Management (FM) department in the day to day running of the FM operation, ensuring that all teams are fully compliant in all areas of delivery whilst providing administrative duties for the FM department. To fulfil the role of project coordinator for the wider Operations and Venue Management teams.

Main duties of this role include:

FM Coordination:

- Monitoring of the Venue Management reporting system and prioritising and assigning jobs to the FM Engineers.
- Producing weekly, monthly, and yearly reports from the Venue Management system.
- Ensure all FM Risk Assessments and SOP's are in date and escalated to the Head of FM if they are not
- Ensure all training is booked for the team and the training matrix is kept up to date for the FM team.
- Raise all requisitions pertaining to FM activity and Goods receipt on completion of order/service.
- Play a proactive role with regards energy management ensuring, daily, weekly, and monthly meter readings are inputted on relevant systems and completing energy impact statements per event.
- Be responsible for the time scheduling of all plant and equipment through the BMS system and respond to temperature change requests.
- Escalate any faults with the BMS system to the Head of FM.
- Receive, manage and raise all service orders and issue invoices for Exhibition Services.
- Attend meetings and take minutes for all FM meetings.
- Input all FM staff members against relevant cost centres.
- To own and manage the Halo system to ensure that the system is used to its maximum. To monitor compliance with venue checks and dilapidation checks and report noncompliance to relevant managers,

Project Coordination:

- To support the Operations and Venue Management team on the administrative elements of the projects being delivered within the team, throughout the project life cycle.
- To prepare project documentation including the scheduling and attending of project meetings as required. Issuing agendas, taking and disseminating accurate minutes from these meeting.
- Support project audits during all stages of the project.
- Support with the maintenance of accurate records and files, during the project life cycle.
- To reinforce project compliance throughout the project.



- To assist the financial management of a project, by raising relevant purchase orders relating to project spend, tracking spend throughout the project life cycle and monitor actuals versus the quotation and forecasts.

If you are a hardworking and committed professional ready to contribute to our continued success, we'd love to hear from you.

Join us at Liverpool Experience Campus and be part of something extraordinary.

Please note, we may close this vacancy before the stated closing date if we receive sufficient applications for the position. Therefore, if you are interested in this position, please submit your application form as soon as possible.

Closing Date: Sunday, 28 June 2026

Interview Date: Friday, 3 July 2026

For further information, assistance, or to obtain information, please contact the People Team via email recruitment@lexliverpool.com

Equality, Diversity & Inclusion

Liverpool Experience Campus know the value of having a diverse and representative team across our organisation. We promote equal opportunities and are committed to having an inclusive work force where everybody feels respected, are treated fairly and diversity is celebrated. As such we strongly encourage and welcome applications from suitably qualified candidates from all members of the community regardless of age, disability, gender reassignment, marriage and civil partnership, race, religion, belief or sexual orientation.