



## **Job Description**

**Job title:** Property Coordinator  
**Reporting to:** Group Estates Manager

### **About TFG London**

Headquartered in London, TFG London is owned by The Foschini Group Limited (“TFG”), a leading publically listed South African retail group with more than 4,000 outlets in 32 countries. TFG first entered the UK market (forming TFG London) through acquisition of the premium womenswear brand Phase Eight in January 2015. Since then the premium womenswear brands Whistles, Hobbs, Damsel in a Dress and Studio 8 have been added to the Group.

Each brand focuses on a different customer and style, from the contemporary designs at Whistles to timeless British elegance at Hobbs and exclusive occasion and daywear collections at Phase Eight.

### **Role objective**

#### **Facilities Projects**

Store Facilities Management (FM) is the responsibility of the Estates Team and the property co-ordinators role is to manage and develop all areas of FM ensuring that KPIs set out by the business are met following a best time x cost x quality formula.

- Support and Manage facilities projects identified by the group
- Ensure facilities projects are delivered in a cost effective manner within defined budgets
- Liaise with key stakeholders on rollout of new procurement projects to ensure successful implementation
- Ensure that facilities projects deliver group synergy unify the property operations across the group
- Review and identify potential facilities projects across the group
- Review and develop the TFG Property processes and tools and ensure optimal time x cost x quality balance is being delivered at all times
- Manage contractors and service providers to ensure we are compliant across all FM measures
- Define and manage proactive maintenance works and schedules
- Manage other costs related to property including Rates, Service Charges, Utilities etc



## **Store Development**

Store Development is led by the Project Managers and includes new store builds, refurbishments, major repairs, exit works and development of new design. The property co-ordinators role in store development is to support and coordinate the requirements of the project manager and includes the responsibilities below:

- Support Project Managers to ensure all new projects are delivered in the most cost effective manner
- Update trackers with key information
- Communicate and coordinate with key stakeholders.
- Attend site(s) and/or meetings when required
- Review plans and/or draw up for new sites
- From time to time manage small works projects with the support of the Project Mgmt team

## **Health and Safety**

The Health and Safety (H&S) programme is managed by the Estates team and the property coordinators role is coordinate the overall programme ensuring that all areas of the business are engaged and following through on H&S objectives including managing the property specific objectives.

- Co-ordinate the Health and Safety action plans across the portfolio ensuring that actions are carried out according to best practice and within defined timelines
- Communicate action plans with stakeholders in other depts. to ensure engagement and follow up.
- Co-ordinate practical works required to ensure compliance with H&S legislation and business KPIs ensuring certification is obtained where required and store.
- Deliver H&S objectives defined by the business
- Act as B2B liaison on matters concerning H&S

## **Estate Management**

Management of the property estate is a function of the Estates team and the property coordinators role is to support in managing all aspects of the Estate.

- Maintaining databases and information sheets on each store inc. key dates, rent details, general info, key activity
- Liaison to B2B and 3<sup>rd</sup> party (Agents, Solicitors, Rates advisors, Landlords etc)
- Preparing reports, proposals and updates relating to rent reviews, renewals, disposals, proposals etc



**Other General**

This role includes any other tasks commensurate with the level of responsibility of this role for which the post holder has the necessary skills or, and/or with the support of the business is able, to carry out.

- Act as the property stakeholder on interdepartmental projects/drives
- Coordinate and compile reports and communications (e.g. Board Packs, H&S report etc) and own the lessons learned review process
- Manage the team of service providers and contractors that support the property operation.
- Accountable for administrative tasks including invoicing, tracking spend, post correspondence.
- This role will include site visits when required

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_