



**Broadband for the Rural North Ltd, Station Yard, Melling, Carnforth LA6 2QY
Registration no. 31352R**

JOB DESCRIPTION

Name: TBC
Position: Network Build Project Coordinator
Reports to: Head of Network Build
Line Manager to: N/A
Salary Band: £20k to £30k

ROLE

- Coordinate the overall network build process to include engineering and contractor resources, work scheduling, reporting, and documentation.
- Liaise with parish community project leads to engage volunteer resources, gain feedback and provide network build support and management.

Special Conditions

- This post requires the ongoing possession of a full, valid driving licence.

RESPONSIBILITIES

- Schedule the day to day engineering and contractor resources to authorised network build projects taking direction from the Head of Network Build. This will require working closely with all departments at B4RN.
- Liaise with local project leads/champions to organise the network build process and assign contractors and B4RN resources, feedback problems and issues to the relevant B4RN department for action, give encouragement and support to the build groups as appropriate.
- Manage the build groups material orders working with the admin department who receive incoming requests for approval and delivery to site. Accounting for installed material against surplus and waste.
- Work alongside the accounts team who receive incoming contractor invoices in the vetting, accounting, dealing with route errors and miscalculations before being sent to the Head of Network Build for final approval.
- Liaise and work with third party suppliers of network infrastructure i.e. BTOR in the provision of their assets incorporated into B4RN network build projects, liaising with associated teams and planning departments to create solutions and in turn propositions for B4RN network build projects.
- Work alongside the Head of Network Build in developing internal processes and systems to continually improve B4RN's documentation and records along with overall productivity and output.
- To maintain high levels of professional conduct towards all parties involved with B4RN, using clear and professional styles of communication at all times.
- Such other duties appropriate to the grade as may be directed by the Head of Network Build, COO and/or CEO of B4RN.

BENEFITS

In addition to any which may be mentioned elsewhere in this statement, your position has the benefit of:

- I. expenses
- II. company uniform
- III. Death in Service 4xSalary
- IV. Long-term sickness cover
- V. Employee Assistance Programme

Details of the above are shown separately. The details included at i-v, above do not form part of your contract of employment and may be amended or withdrawn at any time.