**About the role**

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| **Role**  Project Support Assistant - Bristol Workplace Programme | **Location and hours**  Bristol – 35 hours per week, onsite. |
| **Band**  Individual Contributor - Specialist | **Salary**  Up to £35,000, plus benefits |
| **What you’ll be doing**  We are seeking a Project Support Assistant to join our team on a 12-month secondment, supporting the delivery of a large-scale office fitout programme.  This role offers a unique opportunity for professional growth, providing hands-on experience in project coordination, stakeholder engagement, and workplace strategy. The successful candidate will play a key role in ensuring smooth operational execution across all phases of the project, while contributing to the creation of a modern, functional, and inclusive work environment.  We are particularly interested in individuals who are eager to learn, highly organised, and enthusiastic about a career in Project Management or Workplace.  **Key Accountabilities:**   * Organise and coordinate meetings for project stakeholders, including logistics, invitations, agendas, and venue/virtual setup * Facilitate meetings and workshops, ensuring smooth delivery and appropriate follow-up actions * Record and distribute meeting minutes, accurately capturing decisions, actions, and ownership * Prepare and submit regular updates and reports for Owners Groups and senior stakeholders * Support the Programme Manager and various workstream leads with scheduling, documentation, and operational tasks * Track project actions, risks and milestones, helping ensure deliverables remain on schedule * Assist with communication activities, including team updates, feedback loops, and stakeholder engagement | |
| **About you**  You are an organised and proactive individual with a keen interest in workplace environments and project delivery. You thrive in dynamic settings and enjoy contributing to collaborative efforts that drive meaningful change. Ideally, you will bring:   * You will be a self-starter with the ability to self-manage. * Excellent organisational and communication skills * You will have the ability to demonstrate pragmatism & resilience in the face of shifting priorities, demands and timelines. * A curious mindset and enthusiasm for workplace design, facilities, or large-scale programmes * The ability to manage multiple tasks, prioritise effectively, and work flexibly across diverse workstreams * Confidence in coordinating meetings, capturing information, and supporting stakeholders * A collaborative spirit and willingness to learn from experienced professionals * Previous experience in project or administrative support (desirable but not essential) | |
| **Minimum criteria**   * **Strong organisational skills**, including the ability to manage multiple tasks and prioritise effectively * **Clear and confident communication**, both written and verbal, suited to professional environments * **Basic proficiency in office software**, such as Outlook, MS Teams, MS SharePoint, Word, Excel, and PowerPoint * **Ability to coordinate and support meetings**, including scheduling, agenda preparation, and minute-taking * **Interest in project delivery and workplace environments**, with a willingness to learn and grow within the role * **Experience working collaboratively**, either within a team or across functions   **Who you’ll be working with**  You will be part of the Workplace Strategy team reporting to the Programme Manager. The purpose of the Workplace team is to provide excellent facilities and services to the customer, by improving the life quality for its people, property, and productivity of MO’s core business. The programme is built up of multiple workstreams and covers a wide range of cross-functional objectives and deliverables i.e., stakeholder engagement, moves and clearance, Communication, and Business Transition. You will also be working closely with external third parties such as the Project and Cost Consultants, Design team and Construction team to ensure that you are able to support and communicate across all areas of the programme. | |
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| **We’re Motability Operations** | |
| **About us** We’re the company behind the Motability Scheme. We exist to deliver smart, sustainable solutions that improve our customers’ mobility in a fast-changing world. We’re the UK’s largest car leasing company and we help over 750,000 people get on the road.  We employ over 1800 people, across London, Bristol, Edinburgh, and Coalville. We know our people are key to our success, so we aim to create an environment that allows our employees to flourish. We look for highly motivated people with a combination of commercial sense and real enthusiasm to meet our customers' needs. | |
| **What we do**  We lease a wide range of tailored mobility solutions to people who receive of one of the Government’s qualifying mobility allowances. Our customers choose a car, Wheelchair Accessible Vehicle (WAV), scooter or powered wheelchair that best suits their needs. We take care of their insurance, breakdown, servicing and more, as part of our worry-free package.  At the end of the lease, our customers can exchange their vehicle for a brand-new model. Each year we sell and move around 200,000 cars. This makes us the largest supplier of single-source vehicles back into the used car market.  The Scheme has been providing affordable, worry-free motoring for over 45 years. We pride ourselves on delivering outstanding customer service, with an independent customer satisfaction rating of 9.6 out of 10. | |
| **How we work**  We work in a hybrid way. That means remotely for up to two days each week and in our great office spaces the rest of the time. This gives us a good work/life balance and lets us collaborate and deliver for our customers. [Visit our website](https://www.motabilityoperations.co.uk/careers/) to find out more.  We do our best to accommodate part-time and flexible working requests, where possible, to build on our culture of trust, empowerment, and flexibility.  **Our beliefs and values**  We believe in building a diverse workforce, where our people are empowered to attend work as their true selves. We encourage people from all backgrounds to apply.  We want to sustain a nurturing culture. And our people to be rewarded equally, regardless of race, national or ethnic origin, sexual orientation, age, disability, or gender.  Our values are at the heart of everything we do:   * We believe no one should be left behind à We find solutions * We believe we must take the lead à We drive change * We believe everything starts with the customer à We care | |
| **What we can offer you**   |  |  | | --- | --- | |  | **Pay**: competitive salary, with a yearly discretionary bonus, based on your performance | |  | **Holiday**: 28 days, and you can buy and sell days | |  | **Pension**: 15% non-contributory pension (9% during probation) | |  | **Health and wellbeing**: Private Medical Insurance cover available for all employees and free health screenings for over 50s. Life assurance at four times your basic salary, to give you ~~a~~ peace of mind. Free access to healthcare apps like Peppy, Unmind, and Aviva Digital GP. Mental Health Allies and an Employee Assistance Programme | |  | **Development**: A library of internal training on our myLearn platform | |  | **Family friendly**: We have competitive family leave policies | |  | **Diversity and inclusion**: We embrace the diversity of our people and empower them to come to work as their true selves. We want them to flourish and be rewarded equally. We have Employee Network Groups, and we pride ourselves on being inclusive and all our offices have first-rate disability access | |  | **Helping our community**: One volunteering day each year, and access to volunteering platform Neighbourly | |  | **Schemes**: Car Benefit Scheme for electric and hybrid cars. This means you can lease a brand-new electric or plug-in hybrid car, with insurance and more, for a fixed monthly amount. Cycle to Work Scheme. Employee Discount Scheme, to save money across lots of retailers | |  | **Other, voluntary benefits**: charitable giving, critical illness insurance, dental insurance, health and cancer screenings for you and your partner, discounted gym memberships and season ticket loans, free fresh fruit and snacks in the office | | |