



Project and Operations Coordinator - Maternity Cover

Contract	Fixed term maternity cover 18 months October 26 to March 28
Hours	37.5 hours per week, Monday to Friday
Salary	£36,000 to £38,000 per annum, depending on experience
Location	Primary base Jarrow with regular travel to Prudhoe and occasional Group or customer site travel
Travel	Own vehicle with business mileage reimbursed for travel between sites
Start date	Expected by 1 st October 2026
Reports to	Customer Operations and Compliance Manager

About the Company and the Role

Fairley Gunn Group brings together specialist engineering businesses delivering technical services, non-destructive testing and practical solutions across a range of industrial sectors. This role sits within our Radiography Division, home to two of our businesses, Gilligan Engineering Services (GES) and NDT Electronic Services (NDT).

We are recruiting a Project and Operations Coordinator to cover a period of maternity leave, coordinating project schedules, resources, materials, suppliers and information across GES and NDT. You will own the coordination of live project work, from scheduling and engineering deployment through to job closure and invoicing readiness, with genuine day to day autonomy to run the process yourself and escalate only where priorities, commitments or budgets are affected.

The role has no direct reports but carries genuine responsibility for keeping project operational delivery coordinated across the division.

What You Will Be Doing

- Coordinate and maintain the project schedules across GES and NDT
- Coordinate engineering deployment within agreed priorities, working closely with the technical team for technical capability allocation
- Arrange materials, suppliers and subcontractors in good time to protect delivery dates
- Prepare NDT quotations, purchase order administration and customer coordination, including GES customer communication where needed for delivery
- Run or support scheduling and project review meetings, recording decisions and following actions through
- Identify capacity problems and risks early, escalating material conflicts or technical uncertainty
- Coordinate handover from quotation or order acceptance through to job closure and invoicing readiness
- Support audits, corrective actions and ISO 9001 evidence gathering within NDT
- Place or progress routine purchases within delegated financial limits



What We Need From You

Essential:

- Relevant project, operations or engineering coordination experience
- Experience controlling multiple live jobs, schedules and priorities
- Experience using project trackers and status update systems
- Strong organisation, follow through and stakeholder communication
- Full UK driving licence

Desirable:

- Engineering, manufacturing or technical service experience
- ISO 9001 experience
- Relevant project or operations qualification

What Kind of Person Fits This Role

You will suit this role if you are organised, proactive and comfortable taking ownership of a varied coordination workload without close supervision, someone who keeps a clear, accurate view of live work, follows things through properly and knows when to make the call yourself and when to bring in the right person.

Why Join Us

This is a genuinely central role in a busy engineering business, working alongside skilled colleagues on a varied portfolio of live projects, with real autonomy to run the project coordination process and keep two connected businesses working smoothly together.

Benefits

- 32 days' annual leave, including bank holidays, pro rata for the fixed term

Any appointment will be subject to satisfactory pre employment checks, including a Basic DBS check and any customer or site vetting required for the role.

Applicants must already have the right to work in the UK. The company is unable to provide visa sponsorship for this position.

Fairley Gunn Group is an equal opportunities employer and welcomes applications from suitably qualified candidates from all backgrounds.

How to Apply

To apply, please submit your CV together with a short supporting statement explaining how your experience meets the key requirements of the role.

Recruitment agencies: Fairley Gunn Group does not accept responsibility for fees relating to unsolicited candidate submissions. Agency terms must be agreed in writing before any candidate is introduced.