

Range & Format Project Co-ordinator

Job Description



The purpose of your role in Our Co-op

As a Range & Format Project Co-ordinator, you will play a vital role in delivering new store openings and store refits. Working within the Range & Format Team, you will be responsible for supporting the planning, execution, and aftercare of these projects, ensuring a smooth transition from setup to normal trading conditions.

This role involves on-site work, including merchandising stock, moving equipment, and collaborating with store colleagues and external partners to implement store layouts effectively.

You will also support food stores operationally as required, ensuring our store teams have what they need to provide excellent customer service.

You'll become part of a skilled, engaged, and diverse team, supporting our co-op in our collective vision to be the best at what we do in the East of England.

The Team you are joining

The Range & Format Team is responsible for ensuring that store layouts and product ranges are optimised to meet customer needs and drive business performance. This includes overseeing new store openings, refits, and range changes to ensure operational success.

Things you need to know

You will be required to hold a valid UK driving licence to conduct this role.

This role requires flexibility, including working unsocial hours such as early mornings, late nights, weekends, and bank holidays, as required by the business.

Please note that our working patterns are non-contractual. The advertised working pattern represents the normal working pattern for the role at time of advertisement and is subject to change.

The skills we are looking for

- Communication
- Teamwork
- Adaptability
- Technical proficiency
- Customer focused
- Leadership
- Interpersonal skills
- Data interpretation
- Project management
- Critical thinking
- Budgeting/financial awareness

Your reporting lines

Location

Field based

Department

Central Office, Range & Format

Reports to

Range & Format
Delivery Manager



EMPLOYER RECOGNITION SCHEME

BRONZE AWARD

Proudly supporting those who serve.



Range & Format Project Co-ordinator



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What you will be working on at Our Co-op

1. New Store & Refit Planning & Support

- Assist in planning and implementing store refits and new store openings.
- Work closely with store teams, Central Operations, and external merchandisers to deliver successful projects.
- Ensure all work is completed on time and to the required standard.

2. Stock Merchandising

- Assist with merchandising stock, following agreed store plans.
- Ensure stock is displayed in line with planograms and space plans.
- Support stores in making sure all shelves are well-stocked and customer ready.

3. Project Support & Aftercare

- Provide post-project support to ensure a smooth transition from setup to normal trading conditions.
- Work closely with store teams to troubleshoot issues and provide solutions.
- Monitor and report on project progress and challenges.

4. Stock & Equipment Movement

- Move and transport store equipment and stock as required.
- Support the setup and breakdown of fixtures and fittings during store changes.
- Ensure that all equipment is handled safely and efficiently.

5. General Store Support

- Provide hands-on assistance to food stores when required.
- Support operational activities such as setting up promotional displays or relocating products.
- Work flexibly to meet changing business needs.

This job description sets out the major tasks associated with the stated purpose of this post. Minor tasks normally considered an integral function of this post will be undertaken and not excluded simply because they are not itemised.

Our Values

At Our Co-op, we live by a set of five values. What's important to remember is that your behaviours reflect our values in whatever task you're performing.



To find out more about our values, visit www.eastofengland.coop/careers/our-values