



Refurbishment and Relocation Coordinator

Job Description + Selection Criteria

Applications close **Sunday 26 July 2026**



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Purpose To coordinate Evolve WA's office refurbishment and relocation process.

Contract Type Part-time, temporary role from August – November 2026

Hours **0.4 FTE = 15 hours per week:**
Days to be agreed, with flexibility to suit the successful applicant.

Remuneration **\$70,200 per year, pro rata.**

Reporting This position reports to the Director.

Location Current Office: Level 1, 20 Southport St, West Leederville WA 6007
New Office: 3-5 Bennett St, East Perth WA 6004
Potential to work some hours from home.

About Us Evolve WA is a bespoke training company offering a range of innovative services to help people develop and organisations evolve.

At Evolve, we offer a range of practical training solutions designed to meet the needs of the private, government and community sectors.

Evolve is not an RTO. evolvewa.com.au

Eco-friendly workplace We strive to minimise our environmental footprint and maintain an eco-friendly workplace. We have a range of measures to ensure the sustainability of our operations.

Inclusive workplace Our workplace is **proactively welcoming and inclusive** of people of all ages, genders, sexuality, ethnicity, (dis)ability, parental status, health situation and personal quirkiness. The premises is wheelchair accessible and we will go out of our way to accommodate any cultural, health, family or other special needs.



Mentally healthy workplace We aim to be a positive and mentally healthy workplace by taking specific steps to ensure a **supportive, warm and caring environment**.

While maintaining professionalism, we also seek to be a **fun, playful and creatively fertile workplace**.

As a wellbeing organisation, we are very **proactive about staff mental health**.

Staff also get free access to all of our [public training courses](#).

Roles and Responsibilities

To coordinate Evolve WA's office renovation and moving process.

Refurbishment Coordination

- Create renovation schedules, based on floorplan provided
- Source trade quotes for the required renovations
- Arrange removal and re-installation of Evolve-owned items (listed below)
- Schedule and oversee contractors
- Organise any other requirements to make the new office move-in ready
- Liaise with Evolve staff, business owners, suppliers and other stakeholders as required

Move coordination

Plan and execute Evolve WA's staff and assets relocation:

- Create task schedules for the move project
- Source quotes for the required relocation services, including moving exterior signage; kitchen cabinetry and whitegoods; IT server, audio visual and computer systems; portable wall panels; printer/photocopier; along with removalists
- Plan and coordinate a move date in late October, including overseeing packing and unpacking
- Oversee clearing of Southport St property including final painting and cleaning
- Oversee move into Bennett St, including placement of furniture equipment

Other

- Coordinate relocation budget
- Attend team meetings
- Keep staff informed of progress and requirements
- Maintain records and schedules as required
- Other tasks as requested

Selection Criteria

Essential

1. **Experience** with coordinating an office relocation or comparable refurbishment projects including sourcing quotes and liaising with tradespeople
2. An organised approach with strong **coordination and scheduling skills** and great attention to detail
3. Sound computer literacy and strong skills with the **Microsoft Office suite**
4. Friendly personality and **excellent communication skills** for liaising with diverse people

Desirable

5. **Existing reliable** trade contacts would be helpful
6. Studies in a **relevant area** is optional but well regarded
7. **Access to your own car** would be helpful for moving between locations

MISSION

To deliver innovative, high-quality professional development and community education courses and special initiatives, which help people, organisations and communities evolve

OBJECTIVES

S

Sustainable Growth

We're expanding, diversifying and evolving

E

Excellence

Our services are high-quality and great value

R

Responsiveness

We're client-driven, attentive to needs and easy to deal with

V

Versatility

We're collaborative, flexible and innovative

E

Empathy

We care about people and share our resources with those in need

VALUES & CULTURE

Operate ethically, with accountability and transparency, and achieve triple bottom line success.

Integrity

Daring Innovation

Brave uncertainty and embrace informed risk to nurture creativity and grow bold new ideas.

Committed to a culture of kaizen: continuous improvement. We are flexible, nimble and always looking for better ways.

Continuous Improvement

Community Care & Social Conscience

Promote social justice, human rights, sustainability and human wellbeing, and walk-the-talk in our own community.

Celebrate and build on staff strengths and passions to enhance capacity and fulfil potential.

Strengths-Based Practice

Inclusion

Celebrate and include people of all genders, sexuality, ethnicity, (dis)ability, family status, health and personal quirks.



Selection Process

What	When
If you have questions not answered in this document, please contact office@evolvewa.com.au	Now
If you would like to apply, please send your application to office@evolvewa.com.au including: • A succinct letter, summarising your suitability and availability • Your CV • Contact details for at least two referees	Received by Sunday 26 July 2026
Interviews offered. If you have not heard from us, please assume that you have not been selected for interview.	By 28 July
Interviews held.	Week of 27 July
Final selection and offer made. We will contact unsuccessful interviewees to advise of the outcome.	Week of 27 July

We hope that the new staff member will start **on the 3rd August 2026**.

Thank you for your interest.

