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Cairngorm Capital is a specialist private investment firm providing equity capital and management expertise to leading UK companies. They invest in private mid-market growth companies within manufacturing, distribution and services industries. They focus on companies that can weather economic volatility, have shown consistent historical growth and have significant future growth prospects.

Cairngorm Capital's current portfolio companies have combined revenues of over £1BN and more than 6,500 employees. They know what it takes to grow a business – together with their network of talented Operating Partners, they have successfully built many. Their unique mix of sectoral expertise and investment skill enables them to be actively involved in the strategy and operational focus of a company, supporting management teams in their plans to drive revenue growth, enhance margins, improve cash-flow or consolidate industry leadership positions.

Cairngorm Capital has experienced substantial portfolio growth and firm expansion over the last few years. Working with a large team of investment professionals, six Operating Partners and a wide network of industry experts, they are now looking to add to this bolster this team.

## The Cairngorm Approach

### **Support UK-headquartered Companies to Enable Transformational Change**

- A leading investor across manufacturing, distribution, assisted living, food manufacturing and financial and business services companies
- Combining the operational management expertise of a trade investor with the financial flexibility of a private equity fund structure
- Profitable, cash-generative companies with opportunities for growth - typical EBIT range £2m-£20m
- Often regional companies with potential to become national
- They deploy £10-£40m of equity into each platform company, with appetite for larger transactions through their co-investment partners
- They seek to create industry-leading companies, often through accelerated buy-and-build strategies

### **Value-added Investment Approach**

- Focus on growing and transforming companies, rather than on financial structuring
- Assist portfolio companies in driving margin expansion through supplier partnerships, brand development, product mix and efficiency gains
- Provide support in implementing best-in-class technology

### **Partner with Management Teams**

- Seek to partner with exceptional and motivated managers who share an aspiration to transform their firms and to build market leaders
- Ensure alignment of interest through significant management equity ownership



Due to continued growth Cairngorm Capital are looking to hire a Project Administrator to join their transformation team. The successful person will be involved in a wide variety of project types, and at all stages of their investment lifecycle across this wide range of businesses. Based in the centralised team in Edinburgh but with UK travel (only where necessary), you will be working across multiple projects delivering transformation in their portfolio companies.

The successful candidate will have a wide and varied role with the opportunity to work with an inspirational leadership group who will develop and mentor you during your career with Cairngorm Capital.

It reports into Warren Gee who has extensive technology, financial, operational and leadership experience, typically in environments requiring transformation, rapid growth and/or international expansion. We recently interviewed Warren to find out more about his career path to date and experiences working with these types of businesses - this enjoyable read can be found by [clicking here](#).

You will also work with the wider transformation team - the likes of John Declerck who was previously Group Strategy Director at Kingfisher and Samantha Wilson, former Director of Digital Development at Screwfix. By surrounding yourself with the best people you will learn new ways of working, offering you excellent professional development.





<b>Job Title:</b>	Project Administrator
<b>Location:</b>	Edinburgh with some UK travel
<b>Reporting to:</b>	Warren Gee – Chief Portfolio Officer

## Overview

You are a committed, ambitious and highly motivated professional looking for an opportunity to influence the transformative growth of private equity backed businesses. You will be excited to work as part of an experienced, high calibre team made up of operating partners and associates, executive management and investment specialists.

You will be joining as a Project Administrator in the Cairngorm Capital transformation team, working to ensure visibility across the many transformation projects within their portfolio companies.

Working directly with the Chief Portfolio Officer, you will be responsible for gathering project data from the responsible project managers and portfolio company executives, chasing for updates, calling out risks and interdependencies, and producing simple status reports.

The Project Administrator is an important role in the firm – the visibility resulting from your work will directly influence the success of the individual transformation projects and will facilitate effective support from their operating partners.

In addition to strong attention to detail and communication skills, you will have a passion for delivering change in business – in particular, the ability to transform a business using readily available technology.

You will need to demonstrate a collaborative working style that allows you to be effective across all levels of an organisation. Their portfolio companies are based all over the UK so a willingness to travel from their Edinburgh base is essential.

This role is seen as being ideal for someone who is looking to progress to a project or program management role in the future - development they would be delighted to support – and is motivated to deliver transformational change to multiple businesses. The role needs someone who can work both alone and in a team environment.

## Main Duties

- Maintain central project tracking platform, ensuring up to date information against key value creation projects
- Assist the project manager and team in the production and maintenance of project plans
- Co-ordinate the production of all reports and produce portfolio summary reports
- Develop and support effective communication mechanisms between the project teams
- Maintain playbooks and team Sharepoint site



## Skills and experience

- Understanding of the common and fundamental project management processes
- Experience of creating and maintaining project management artefacts
- High computer literacy including advanced knowledge of the MS Office Suite
- Ability to work well with people – building trust, being dependable, proactive and working smart
- Good judgement, self-motivation and excellent organisational skills – ability to manage multiple deadlines
- Good interpersonal, oral and written skills and ability to relate to a wide variety of people
- Engaging and enthusiastic
- Ability to quickly learn and adapt to new business environments





Cairngorm Capital takes a collaborative and value-added approach to all their investment decisions; they ensure all companies in their portfolio are aligned and are on board with the next stage of their growth plan. This hands on, supportive and transformational environment has created a culture which sets them aside from their competitors.

In a small team, cultural fit is crucial and a significant aspect in the decision-making process. Therefore, the ideal candidate will have the following personal characteristics and experience:

- Currently working in a similar project administrator/ops role with experience of working across different sectors
- Demonstrable track record of success with regular and timely career progression
- Ability to develop new business relationships and experience of delivering commercial work credibly
- Demonstrate resilience and ability to encourage people through periods of change
- Excellent communicator with appropriate gravitas to influence and encourage change
- Technically and commercially savvy, to operate in and across various different organisational structures, and be able to make recommendations and keep multiple projects moving
- A robust operator with a hands-on approach. Humble and grounded; a professional with the right amount of credibility/maturity who can “listen” and then “empower” people through periods of transformation
- Adaptable and passionate about projects
- Collaborative in nature and a clear communicator; enjoys sharing information and insights to improve business performance / process
- Driven and entrepreneurial in spirit, looking for the opportunity to take the lead



## Remuneration

£35,000 - £40,000 + benefits for candidates with background and experience required for the role.

For more information on remuneration please contact Alistair Shaw, Managing Director at Hamilton Forth (Part of the Livingston James Group).



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## Recruitment Process

First stage interviews will be conducted by retained consultant, Alistair Shaw at Hamilton Forth (Part of The Livingston James Group).

Shortlisted candidates will thereafter be invited to meet with Warren Gee and Lauren Cahill at Cairngorm Capital's Edinburgh office.

Final stage interviews will likely take place in London with a selected senior stakeholder and team.