



## **Build Workspace**

### **Projects and Community Associate**

**Term: 1 year fixed term contract**

**Hours: Full time (part time, pro rata 3 or 4 day/week will also be considered)**

**Salary: £28,000**

### **Job Description**

The Projects and Community Associate will play a key role in the smooth running and development of a small and dynamic charity and social enterprise.

Build Studios is a registered charity that aims to inspire young people about the design of towns and cities through collaboration and learning.

Our vision is for Build Studios to help all young people we come into contact with to develop an understanding of the built environment, an appreciation of the positive contribution it can make to how they live their lives and insight into how they can influence it.

We also run a co-working and events space for start-ups and small businesses in the built environment sector. Profits from the workspace fund Build Studios' charitable work, including a flagship careers enrichment programme with local schools.

#### What do we do:

##### **Young people**

We strive to improve accessibility to careers in the built environment, developing relevant skills and capabilities.

##### **Collaboration**

We provide affordable and collaborative workspace to small businesses, start-ups and charities in the built environment sector to support growth and share resources. The space is located in Waterloo and managed by Build Workspace, our trading company.

##### **Making connections**

We run thought provoking events and networking opportunities for the built environment community to spark ideas and share best practice.

We are a small, friendly and supportive team – committed to delivering a great product for our co-working members and to supporting the aims of the charity.

### Role

This broad-ranging role presents a great opportunity to work with a growing and forward-thinking organisation.

The post-holder will report to the Chief Executive and will collaborate closely with the (part-time) Workspace Manager.

The Projects and Community Associate will play an active role in assisting with the development of new projects and initiatives and delivering these projects for our beneficiaries.

The role has the following broad responsibilities:

- Project management, research, communications and marketing support.
- Support with delivery of built environment themed workshops for school pupils, students, young workers and community groups.
- Ad hoc and occasional support with the management of the coworking space on office-based days or when covering annual leave, including some operational, front-of-house and administrative support.

### **Attributes**

The ideal candidate will be:

- Passionate about the built environment and architectural education in all its forms
- Willing to get stuck in – we are a small team and everyone rolls their sleeves up
- Extremely organised and accurate, with a focus on forward planning, careful research and excellent attention to detail.
- An excellent communicator and writer, with fluent English
- Some design skills (e.g. Canva) an advantage but not essential
- Willing to innovate and try new ways of working
- Highly numerate
- IT literate and familiar with MS Office and common office software applications
- A self-starter; able to work both under own initiative as the sole member of staff on site on some days and as part of a small team when collaborating with colleagues.
- Hospitable and friendly, confident in welcoming people to the workspace and providing excellent customer service to members and guests.
- Calm and consistent – able to apply the rules of the workspace and offer solutions to members and guests

### **Responsibilities**

- Supporting the delivery of events, including quarterly social events for members and themed events for Build Studios' wider audience; developing content, booking equipment and catering, monitoring attendance and attending events.

- Leading Alternative Practice, Build Studios' community of students and young workers, conceiving and delivering at least four events each year.
- Assisting the CEO with writing fundraising bids for new projects
- Supporting the development of new education and outreach programmes
- Member liaison and engagement, including welcoming members and visitors to the space and ensuring that any issues and suggestions are dealt with efficiently
- Supporting the Chief Executive with the delivery of internal communications, including gathering and maintaining contact information for members and preparing internal communications
- Keeping the buildstudios.co.uk website and external space-search sites up-to-date with articles and current information
- Writing copy and articles for external communications, including website and social media, and sourcing images
- Gathering monitoring information, statistics and feedback about the impact of Build Studios' programmes
- Assisting with review of Build Studios systems and processes, with a focus on user experience for our members
- Assisting with the search for additional premises for Build Studios
- Contributing to the preparation of papers for Board meetings and external meetings, including collating membership information and researching topics of interest.
- Providing information to existing and prospective members about Build Studios and the various products and services on offer
- Supporting the book-keeper in the maintenance of accurate financial records and reporting.
- Other tasks as required from time to time to deliver smooth and efficient management of Build Studios

### **Term**

1 year fixed term contract.

### **Location**

This is a hybrid role. At least two days (of which one must be Wednesday or Thursday) will be worked on site at Build Studios' premises on Westminster Bridge Road in Waterloo if the job is taken on a full-time basis. We support home working on other days if desired.

### **Salary**

£28,000 per annum (pro rata if a part-time role is agreed)

### **Hours**

9.00am-5.00pm with unpaid 30 minutes for lunch.

There will be a requirement for occasional 8.30am starts if providing annual leave cover for the Workspace Manager. Some out of hours working will be required for evening events etc.

### **Employer**

The contract of employment would be with Build Workspace. Build Workspace is a wholly owned subsidiary company of Build Studios and manages the workspace on its behalf.

**TO APPLY:**

Please send a CV and covering letter to Helen Santer, Chief Executive by **Thursday 16<sup>th</sup> January** at 5.00pm [helen@buildstudios.co.uk](mailto:helen@buildstudios.co.uk)

Interviews are planned for 23<sup>rd</sup> and 24<sup>th</sup> January.

Applications without a covering letter will not be considered.

No agencies please.