



## **Build Workspace Projects and Community Associate**

**Term: 1 year fixed term contract**

**Hours: Full time (though 4.5 day/week will be considered)**

**Salary: £24-26k**

### **Job Description**

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

Build Studios is a hub for the built environment. With events, education and co-working space, we aim to inspire the next generation about the built environment through collaboration and learning.

Our co-working space provides office space for start-ups and small businesses in the built environment sector and is run by our trading company, Build Workspace. All profits fund Build Studios' charitable work, including a flagship careers enrichment programme with local schools.

We opened in January 2017 and became a registered charity in August 2021. We currently run one workspace in Waterloo and are planning to expand our operations to new sites.

We are a small, friendly and supportive team – committed to delivering a great product for our 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 social enterprise.

The Projects and Community Associate will play an active role in the day-to-day running of the Build Studios workspace and in assisting with the development of new projects and initiatives.

The role has two key parts:

- Duty assistant manager tasks, including operations, administration and member liaison (covering the maternity leave of our Assistant Workspace Manager) – approx. 2 days/week
- Project support, research, communications and marketing activity – approx. 3 days/week

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

The role would be primarily office based, with some flexible or home-working considered. Thursdays and Friday mornings would need to be office based.

### **Attributes**

The ideal candidate will be:

- 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
- 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
- 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 in person with colleagues.
- Ability to absorb and understand new systems quickly and to implement them accurately.

### **Responsibilities**

- Member liaison and engagement, including welcoming members and visitors to the space, ensuring the space is kept neat and tidy and provides a welcoming and professional environment in which to meet and work; monitoring emails and phone calls as required and ensuring that any issues are dealt with calmly and efficiently.
- Providing information to existing and prospective members about Build Studios and the various products and services on offer; arranging building tours and inducting new members; briefing them on systems and operations.
- Premises management, including responsibility for security, access (members, staff and guests) and health and safety. Working closely with our (on-site) landlord to address any maintenance or operational issues.
- Distributing post and ensuring mailbox contracts are kept up to date.
- Managing bookings of products and services via the Build Studios CRM system, including desk and meeting room bookings, printing and events.
- Supporting the book-keeper in the maintenance of accurate financial records and reporting.
- Supporting the Chief Executive with the delivery of internal communications, including gathering and maintaining contact information for members and preparing internal communications; monitoring the duty phone as required
- Keeping the website and external space-search sites up-to-date with current descriptions and pricing information.
- Writing copy and articles for external communications, including website and social media, and sourcing images

- Supporting the delivery of events, including quarterly social events for members and themed events for Build Studios' wider audience; booking equipment and catering, monitoring attendance and attending events.
- Assisting the CEO with writing fundraising bids for new projects
- Supporting the development of new education and outreach programmes
- 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.
- Other tasks as required from time to time to deliver smooth and efficient management of Build Studios

**Term**

1 year fixed term contract.

**Location**

The role is primarily based on site at Build Studios' premises on Westminster Bridge Road in Waterloo. Some home working will be considered.

**Salary**

£24-26k per annum (pro rata if a 4.5 day week is agreed)

**Hours**

8.30-4.30pm with unpaid 30 minutes for lunch.

Some flexibility to these hours will be considered. However, please note that Thursdays and Friday mornings will need to be worked on site.

**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 **Friday 14<sup>th</sup> July** at [helen@buildstudios.co.uk](mailto:helen@buildstudios.co.uk)

Interviews are planned for 18<sup>th</sup> or 20<sup>th</sup> July.

Applications without a covering letter will not be considered.