

The means: to change places for the better.

PLACE PROJECTS COORDINATOR

JOB DESCRIPTION

JOB TITLE

Place Projects Coordinator

REPORTS TO

Susie Barlow, Senior Programme Manager

ABOUT THE MEANS

The means (www.themeans.co.uk) is a placemaking and economic development company with over 20 years' experience of developing inspiring places for people to live and work.

We work across the UK and sometimes internationally, partnering with residents, businesses and government to deliver innovative urban solutions and world-class business districts.

We are a 12-strong team based across London and Wales.

JOB PURPOSE

To take an active role in managing and delivering a range of placemaking and place management projects.

We are seeking a candidate to join our team in delivering a range of placemaking, place management and research projects. The successful candidate will work within a team to deliver projects.

The means has a commitment to supporting ongoing professional development and would seek to support suitable candidates to develop in this way.

PRINCIPAL ACCOUNTABILITIES

To support *The means* personnel in delivering a range of placemaking and place management projects. Some projects may involve being 'embedded' as a member of a Business Improvement District (BID) team. Other projects are on a consultancy basis. The successful candidate will be expected to work on a combination of more than one type of project at any one time.

Specific duties in relation to consultancy projects include:

- Surveying or campaigning to businesses in a variety of locations as part of the development of local business partnerships and the creation of place strategies. At times this involves a high volume of telephone and face-to-face work – often 'cold' calling – and one-to-one meetings with senior business personnel
- Carrying out research through data collection and analysis, literature reviews and survey work, and contributing to report writing in the fields of place management and economic development
- Administering meetings of business-led steering groups and management committees whose purpose is the development of carrying out of place management / marketing strategies

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- General administration for the project team in each location
- General administration for *The means* as a whole, including coordination of projects, organising and minuting team meetings, arranging travel, assisting with the production for tenders and seeking business development opportunities
- Updating *The means'* website and social channels
- Carry out other activities as required to support the work of *The means*

PERSON SPECIFICATION

Education

- A relevant degree will be seen as an advantage, though not essential. A relevant degree would be considered to be one with a focus on economic development, urban geography, town planning, social research, architecture, place management or other relevant topic

Knowledge relevant to the job

- Understanding of general trends in towns and cities in the UK
- Understanding of Business Improvement Districts (BIDs) (desirable)

Experience relevant to the job

- Experience of working within a business environment (desirable)
- Experience of liaising with a wide variety of stakeholders from different types of organisation and at different levels (desirable)

Technical skills and abilities

- Well organised and able to work independently
- Highly numerate
- Good level of IT skills, using a variety of mostly Microsoft software packages (Word, Excel, Powerpoint, Outlook etc.)
- Ability to understand, manage and analyse data
- Good project management skills (not necessarily gained in the workplace)
- Additional relevant skills such as GIS mapping, 3D modelling or document design would be considered desirable

Personality & Competences

- Reliable with an ability to work under pressure and to meet strict deadlines
- Understands the importance of prioritising work and manages availability of time and resources to optimise delivery of own and team goals
- Adaptable and flexible with problem assessment and problem solving skills

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- A highly motivated individual who is able to actively contribute to the team
- Embraces accountability associated with the role and takes personal responsibility for delivery of results
- Promotes professional conduct within the team
- High level of attention to detail and accuracy
- Excellent verbal and written communication skills. Communicates effectively with a broad range of people in a variety of means
- Credible and persuasive in a business environment

TERMS & CONDITIONS

- Hours of work will be 37 hours per week including occasional evening and weekend working. However, we are open to discussing job-share proposals or other flexible working arrangements.
- We are recruiting for somebody who is able to support our projects in and around London. COVID has changed many people's perceptions of what a working environment looks like. *The means* has currently maintained an office in inner London and will expect the successful candidate to spend at least some time each week in the office (COVID regulations allowing). However, we are open to conversations about hybrid working. This role will require regular project-related travel within London and occasional travel within the UK.
- 22 days holiday per annum, in addition to bank holidays. 1 additional day per annum is available for each year of service up to a maximum of 6 extra days
- Competitive salary negotiable depending on experience
- Contributory pension
- Probationary period of three months
- We are a learning organisation that supports people's aspirations to grow their skills and knowledge off the job

APPLICATIONS

Please email your CV, plus a covering letter of not more than 500 words, to:

Susie Barlow

Senior Project Manager

The means

Susie.barlow@themeans.co.uk

If you have any specific questions about the job, please email them to Susie

Closing date: Friday 6th August