

The means: to change places for the better.

Job Title

Projects Co-ordinator

Reports to

Sam Knight, Projects Manager (Line Manager) reporting to: Sophie Tyler, Director

Location

London with occasional working elsewhere in the UK

Company Information

The means is a consultancy head quartered in Wales, with offices in London Llanelli and Newport. *The means* is a company that transforms the places where we work and live – inspiring communities and creating places where people want to be. We are a 20-strong placemaking practice. Recognised nationally and internationally as an innovative organisation working in the areas of economic development, regeneration and transport planning, we partner with regional governments, local authorities and the private sector to make great places. We are well-known for forming and managing Business Improvement Districts (BIDs) in the UK and overseas.

Currently, we are running BID in Bankside, Brixton, Stratford, Streatham, Llanelli, Pontypridd and Newport and are engaged in placemaking projects in Battersea, Harrow, Brent and Albania.

Job summary

We are seeking candidates to deliver a range of placemaking and place management projects, including Business Improvement District (BID) development.

The job title does not define or limit the work, which you are employed to do and you may be required to do any work within your capability, which the company requires. While acknowledging that employees are recruited to perform a specified role, it may occur, after agreement with you and sufficient training that you may come to perform another key role, as the need arises within the company.

Main tasks

To support Means personnel in delivering a range of placemaking, place management and smarter travel consultancy projects. Some projects 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 for acting as member of a BID Team include:

- Acting as the secretary for a theme group, made of BID member representatives
- Arranging and hosting employee events on behalf of a BID
- Administering regular BID services such as guided walks, cycle maintenance sessions, training sessions, networking events and equipment loans
- Communicating through internal and external media (website copy, social media content, marketing material copy etc.)
- Contributing to the development of bids for external funding and partnerships.

Specific duties in relation to consultancy projects include:

- Surveying or campaigning to businesses in a variety of locations. This involves a high volume of telephone work – often ‘cold’ calling – and one-to-one meetings with senior business personnel.
- Administering meetings of business led steering groups and management committees.
- 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 of tenders and seeking business development opportunities.
- Updating *The means*’ website.

Terms & Conditions

- Hours of work will be 37 per week including occasional evening and weekend working.
- 22 days holiday per annum, in addition to public holidays, rising by one day per each year of service up to a maximum of an additional 6 days.
- Salary will be £22,000 to £26,000 pa negotiable.
- Contributory pension after probation period.
- There will be a probationary period of three months.
- *The means* will support an individual through a part time postgraduate degree in any related field to its work.

Person Specification

Education

Relevant first degree to minimum 2.1 standard, preferably with an economics, urban geography or transport component.

Knowledge relevant to the job

- Understanding of Business Improvement Districts (BIDs) (desirable)

Experience relevant to the job

- Experience of working within a corporate business environment (desirable)

Technical Skills & Abilities

- Well organised and able to work independently
- Highly numerate
- High level of IT skills, using a variety of software packages (Word, Excel, Powerpoint, Access), Adobe Acrobat / Reader, e-mail programmes such as Outlook & Gmail and internet such as Windows Internet Explorer & Firefox)
- Ability to manage and analyse data
- Good project management skills (not necessarily gained in the workplace)

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
- 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
- Is polite, respectful, diplomatic and keeps matters private and confidential.
- 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
- Adept at information gathering and information monitoring
- Promotes customer focus in the team

The means is striving to be an equal opportunities employer and would welcome applications from BME applicants who are currently under-represented in our team.

Applications

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

Sophie Tyler

Director

The Means

sophie.tyler@themeans.co.uk

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

Deadline for applications: 9am on Monday 13 March 2017