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## Summary of Role

<b>Job Title:</b>	Trade Association Director
<b>Reporting to:</b>	Deputy Chief Executive
<b>Hours:</b>	Monday – Friday 9:00am – 5:00pm
<b>Location:</b>	6-8 Bonhill Street, London, EC2A 4BX
<b>Salary:</b>	£65,000 subject to experience
<b>Application Deadline:</b>	17 February 2017 by email to <a href="mailto:Angela.Williams@Builduk.org">Angela.Williams@Builduk.org</a> including CV & personal statement setting out suitability for role

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Build UK provides a strong collective voice for the construction industry by bringing together Clients, Main Contractors and Trade Associations representing over 11,500 Specialist Contractors. Build UK focuses on key industry issues that can deliver change and enable the construction supply chain to improve the efficiency and delivery of construction projects for the benefit of the UK economy.

Our small, friendly team is based in offices in Bonhill Street (EC2A 4BX) where we have a vacancy for a **Trade Association Director** who leads a team of six staff to run four of our member Trade Associations and an associated Training Group, with direct responsibility for the day to day management of the Insulated Render and Cladding Association (INCA).

## About the Role

As a member of the Build UK senior management team, the role involves overseeing the Secretariat Services team operating across diverse specialist sectors with line management responsibility for two Trade Association Managers. It also involves working directly with the members of INCA and a wide range of external stakeholders, including the Government, and the right candidate will make a positive and visible impact on the profile and membership of INCA. You would be expected to develop an understanding of the business of Build UK, INCA and the other three Trade Associations, have the ability to influence direction and policies as well as manage a range of projects and events.

You will be confident and dynamic, have the ability to prioritise a busy workload, project an extremely professional image and have excellent written and verbal communication skills.

## Result Areas

- A valued member of the Build UK senior management team
- A high performing and effective Secretariat Services team
- Demonstrable impact on lobbying and policy activities
- Growth in membership and improved engagement of existing members
- Successful projects delivered in association with key partners
- A clear and consistent message to members, clients and other stakeholders
- Increased profile of INCA within the construction industry
- A high quality network of contacts

## Responsibilities

- Demonstrating leadership with the Build UK team
- Managing the Secretariat Services team, including day-to-day deliverables, objective setting and performance reviews
- Overseeing the development of business strategies and budgets for four Trade Associations and the Training Group
- Implementing strategy for INCA
- Financial management of INCA
- Leading the external representation of INCA, including attending external meetings, presenting the agreed position, and working with external organisations
- Managing Board and Committee meetings, including preparing papers, briefing the chairman, managing the meeting and delivering actions
- Recruiting and retaining membership of INCA
- Leading and delivering projects
- Overseeing a range of key events
- Ensuring the corporate compliance of all organisations

## Knowledge & Experience

- Educated to degree level or equivalent with excellent written and verbal communication skills
- Senior management and leadership experience
- Proven track record of developing and implementing business strategy and financial management
- Ability to analyse information and deal with a wide range of stakeholders
- Experience of delivering projects to strict criteria and timescales
- Experience of managing committees and working in a small team demonstrating willingness to support colleagues and contribute to wider Build UK activities
- Knowledge of construction is an advantage

## Build UK Core Values

- **Corporate Image** - Ensuring commitment and attention to detail with a particular focus on the consistent and professional appearance of Build UK at all times
- **Credibility** - Delivering honestly and effectively each and every time whilst having the confidence to say that more information is required before an answer can be given
- **Innovation** - Being prepared to take risks and make decisions that push traditional boundaries
- **Delivery** - Taking ownership and responsibility for tasks, preparing for all eventualities and seeing commitments through to the end
- **Team** - Playing to the team's strengths and providing encouragement and support to colleagues as well as debriefing effectively and learning lessons with a view to continuous improvement