
Summary of Role

Job Title:	Trade Association Manager
Reporting to:	Build UK Trade Association Director
Hours:	Monday – Friday 9:00am – 5:00pm
Location:	6-8 Bonhill Street, London, EC2A 4BX
Salary:	£45,000 subject to experience
Application Deadline:	Monday 13 March 2017 by email to angela.williams@BuildUK.org including CV and personal statement setting out suitability for role

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.

Build UK has a vacancy for a **Trade Association Manager** within its secretariat services team who is responsible for the day to day running of the **Association of Technical Lightning and Access Specialists (ATLAS)** and the sector's associated training group, **the Steeplejack and Lightning Protection Training Group (SLPTG)**.

About the Role

This role involves delivering the ATLAS business strategy and SLPTG training plan by working with members and a wide range of external stakeholders including BSI, CITB, CSCS, Government, HSE, industry training providers and other working at height organisations. The right candidate will make a positive and visible impact on the profile and membership of the organisation and delivery of training in the sector.

You would be expected to develop an understanding of the business of Build UK, ATLAS and SLPTG and have the ability to influence direction and policies for the sector as well as manage a range of projects, events and training courses. You will be confident, have the ability to prioritise a busy workload, project a professional image and have excellent written and verbal communication skills.

Result Areas

- A dynamic and influential trade body
- A high performing and effective team
- Increased profile of ATLAS and SLPTG
- Demonstrable impact on policy priorities
- Growth in membership and improved engagement of existing members
- Successful projects, events and training delivered in association with key partners
- Clear and consistent communication to members, clients and other stakeholders
- High quality network of contacts

Responsibilities

- Fulfilling a managerial role within the team
- Developing and implementing the ATLAS business strategy and SLPTG training plan
- Managing Council and Committee meetings, including preparing papers, briefing the chairman, managing the meeting and delivering actions
- Co-ordinating the external representation of ATLAS and SLPTG including attending external meetings and events, presenting an agreed position, and working with external organisations
- Delivering a wide range of projects
- Delivering events such as gala dinners and conferences
- Organising sector specific training courses
- Recruiting and retaining membership of ATLAS and SLPTG
- Drafting communications and managing website content
- Developing guidance and providing advice and assistance to members
- Day to day financial management of ATLAS and SLPTG
- Ensuring the corporate compliance of ATLAS and SLPTG

Knowledge & Experience

- Educated to degree level or equivalent with excellent written and verbal communication skills
- Experience of developing and implementing business strategy
- Experience of delivering projects to strict criteria and timescales
- Demonstrable customer relationship and networking skills
- Excellent organisational skills with experience of working in a small team demonstrating willingness to support colleagues and contribute to wider team activities
- Experienced line manager
- High attention to detail and ability to analyse information
- Well-presented and professional approach

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 resulting in new and innovative projects and ways of working
- **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