

Opportunities with Build UK

What We Do

Build UK is a membership organisation representing the whole construction supply chain.

Construction has a huge impact, creating millions of jobs across the economy and delivering the homes and infrastructure that shape our society, and we are committed to transforming the industry to become more efficient and financially viable.

We do this by delivering projects that help to increase productivity, promote best practice and provide a consistent approach. From the Common Assessment Standard, which is streamlining the industry's pre-qualification process with the potential to save £1 billion across the supply chain, to support for implementing the new building safety regime, Build UK is focussed on making sure the industry has the skills, knowledge and technology to improve the quality of the built environment.

Who We Are

Build UK has a small team based in the [Building Centre](#), off Tottenham Court Road.

We have a dynamic and fast-paced working environment which enables us to focus on our priorities whilst also responding to external challenges.

With a reputation for delivery, we pride ourselves on our high standards which enable members and the wider industry to trust the guidance and information we produce.

We are also direct and honest which stands us in good stead when juggling projects, issues, and expectations!

What We Offer

- Flexible arrangements combining working from home with two days in the office each week
- 25 days' holiday per year plus bank holidays
- Pension scheme with matched contributions up to 5% on completion of probation
- Private healthcare scheme
- Group Income Protection
- Employee Assistance Programme
- Regular social activities
- Free refreshments and a well-stocked kitchen!

What We Are Looking For

To help us provide effective support to our members and stakeholders, we are looking for a confident and personable Personal Assistant to support our Chief Executive and Deputy Chief Executive. Taking on a pivotal role at the heart of our team, you will build relationships across all levels of the organisation whilst staying one step ahead of the game.

You will be highly organised and proactive, with the ability to anticipate needs, manage competing priorities, and keep things running smoothly. Excellent communication skills and a high level of discretion are essential, particularly when handling sensitive and confidential information.

We are a busy team, regularly tackling long-standing and complex issues, so you will also need to be resilient and confident in managing a varied workload.

Personal Assistant

- Full-time (35 hours per week)
- Flexible, hybrid working
- Salary of £38,000 pa
- Reporting to Chief Executive

Applications, including CV and personal statement of no more than 500 words explaining why you are the best person for the role, should be sent to Careers@BuildUK.org.

Responsibilities

- Managing the diaries of the Chief Executive and Deputy Chief Executive, including coordinating schedules, prioritising commitments and arranging meetings
- Acting as the first point of contact for enquiries, responding where appropriate and ensuring key issues are escalated and addressed promptly
- Coordinating internal and external meetings, including sourcing venues, managing logistics, and ensuring seamless delivery
- Arranging travel and accommodation, ensuring efficient and well-planned itineraries
- Collating and processing expenses in a timely and accurate manner
- Building and maintaining effective working relationships with key contacts across member organisations
- Supporting the delivery of Board meetings, including coordinating logistics and preparing papers
- Preparing and formatting briefings, presentations and correspondence, and undertaking research as required
- Undertaking other tasks as reasonably requested to contribute to the smooth running of the organisation and the success of the team.

Required Skills and Experience

- Proven experience in a Personal Assistant role, supporting senior leaders in a fast-paced environment
- Excellent organisational skills, with the ability to prioritise effectively and respond to changing demands
- Strong interpersonal skills, with the confidence to build effective working relationships and engage with senior stakeholders
- High level of attention to detail, particularly when managing logistics and preparing documents
- Proactive and able to use initiative to anticipate needs and resolve issues independently
- Confident using Microsoft Office (Outlook, Word, PowerPoint, Excel)
- Discretion and professionalism in handling confidential and sensitive information.

Build UK Values

Corporate Image

Ensuring commitment and attention to detail with a focus on the consistent and professional appearance of Build UK at all times.

Credibility

Delivering honestly and effectively every time whilst having the confidence to say 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 learning lessons with a view to continuous improvement.