
Summary of Role

Job Title:	Trade Association Manager
Reporting to:	Deputy Chief Executive
Contract:	Fixed Term Contract for 9 Months (Maternity Cover)
Hours:	Monday – Friday 9:00am – 5:00pm
Location:	6-8 Bonhill Street, London, EC2A 4BX
Salary:	£45,000 subject to experience

Build UK is the leading representative organisation for the UK construction industry. Offering influential and dynamic leadership, Build UK is transforming the delivery of construction projects for the benefit of the industry, its clients and the UK economy. Representing more than 40% of UK construction, Build UK creates the conditions for supply chains to thrive by delivering change on key industry issues.

Our friendly team is based in offices in Bonhill Street (EC2A 4BX) where we have a vacancy for a **Trade Association Manager (maternity cover)** who has responsibility for the day to day running of the CONSTRUCT Concrete Structures Group (CONSTRUCT) and the Rural & Industrial Design & Building Association (RIDBA).

About the Role

The role involves delivering the CONSTRUCT and RIDBA business strategies, in line with agreed budgets, and working directly with CONSTRUCT and RIDBA members and a variety of external stakeholders including the Government. The right candidate will ensure CONSTRUCT and RIDBA are efficiently and professionally run and have a positive impact on member engagement and their visibility within the industry.

You would be expected to develop an understanding of the business of Build UK, CONSTRUCT and RIDBA, influence key decision makers and policy discussions, and manage a diverse 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

- Growth in membership and improved engagement of existing members
- Increased profile of CONSTRUCT and RIDBA within the construction industry
- Demonstrable impact on policy activities
- Successful projects and events delivered in association with key partners
- Effective communication with members, clients and other stakeholders
- A high quality network of contacts

Responsibilities

- Implementing strategy for CONSTRUCT and RIDBA
- Producing regular financial reports for Board/Council
- Managing the external representation of CONSTRUCT and RIDBA, including attending external meetings, presenting the agreed position, and working with external organisations
- Managing Board/Council and Committee meetings, including preparing papers, briefing the chairman, managing the meeting and delivering actions
- Recruiting and retaining membership of CONSTRUCT and RIDBA
- Creating communications and membership information, including a quarterly Journal, and managing social media and web content
- Delivering projects from concept to delivery and evaluation
- Organising and promoting a range of events including an Awards Dinner and Members' Day
- Ensuring the corporate compliance of CONSTRUCT and RIDBA
- Providing support to the team as required.

Knowledge & Experience

- Educated to degree level or equivalent with excellent written and verbal communication skills
- Proven track record of delivering business strategy and financial management
- Management experience
- 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.