

# Meeting Coordinator



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## Summary of Role

<b>Job Title:</b>	Meeting Coordinator
<b>Hours:</b>	Monday – Friday 9:00am – 5:00pm
<b>Location:</b>	6-8 Bonhill Street, London, EC2A 4BX
<b>Salary:</b>	£27,000 - £30,000 per annum subject to experience
<b>Application Deadline:</b>	ASAP by email to <a href="mailto:Careers@BuildUK.org">Careers@BuildUK.org</a> including CV & personal statement to cover experience for role and why you are the best person for Build UK (Limit of 500 words)

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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 **Meeting Coordinator** who will arrange and ensure the smooth running of the Build UK meetings and events programme.

## About the Role

The role involves organising a wide range of meetings, from the membership-wide AGM and Forums to small task groups, which are at the heart of policy development for the construction industry. You will also provide support for a number of networking events from conception through to delivery. The right candidate will make a positive and visible impact on the professionalism and smooth running of our meetings and events for both members and staff.

You will be expected to develop an understanding of the business of Build UK, liaise with members and stakeholders, and provide a high level of support to the management team. 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

- Efficiently organised and professionally run meetings
- Timely preparation and circulation of meeting papers and information
- Essential support for the organisation and running of networking events
- Proactive management and preparation of senior staff
- Effective and timely communication with members and external stakeholders
- Excellent relationships with venues and suppliers
- Efficient handling of queries from Build UK members
- Active contributor to a highly motivated and effective team

## Responsibilities

- Organising all meetings from 'start to finish' including:
  - Sourcing and booking venues
  - Confirming attendance of members and stakeholders
  - Liaising with venues regarding set up, AV and catering
  - Liaising with speakers and guests
  - Ensuring papers are produced and circulated in sufficient time, including agendas and papers, briefing notes and minutes
  - Producing PowerPoint presentations
- Attending meetings or providing support to the Build UK team to ensure the smooth running of meetings on the day
- Maintaining up to date circulation lists for meetings
- Providing support for Build UK events, including working to a brief and budget, liaising with venues and suppliers, managing attendance, on-site co-ordination, and collating and analysing feedback
- Forward planning for next year's meetings
- Dealing with enquiries from Build UK members

## Knowledge & Experience

- Educated to degree level or equivalent with excellent written and verbal communication skills
- Experience of co-ordinating meetings
- Demonstrable customer relationship skills
- Excellent organisational skills with experience of working in a small team demonstrating willingness to support colleagues and contribute to wider Build UK activities
- Attention to detail is essential
- 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.