
Summary of Role

Job Title:	Training and Events Coordinator
Reporting to:	Build UK Trade Association Manager
Hours:	Monday – Friday 9:00am – 5:00pm
Location:	6-8 Bonhill Street, London, EC2A 4BX
Salary:	£27,500 - £30,000 subject to experience
Application:	ASAP by email to careers@BuildUK.org including CV and personal statement setting out suitability for role

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 **Training and Events Coordinator** who will support the delivery of training courses and event for a number of our Trade Association Members and associated Training Groups.

About the Role

The role involves organising training courses and supporting the management team to deliver a wide ranging events programme, including seminars, conferences and awards ceremonies. You will be able to work to a brief and budget; source venues, speakers and suppliers; secure attendance and sponsorship; coordinate events on the day; and analyse and implement feedback.

You would be expected to develop an understanding of the business of the Trade Associations and Training Groups and provide information to businesses, both large and small, and members of the public. You will be confident, have the ability to prioritise a full workload, project a professional image and have excellent written and verbal communication skills.

The role will include occasional UK travel and evening event attendance.

Result Areas

- Effective organisation of training courses
- Successful delivery of events from planning to delivery and review
- Effective communication with members and stakeholders
- Positive relationships with suppliers
- Effective handling of queries from members
- Active contributor to a highly motivated and effective team.

Responsibilities

- Working to a brief and budget to deliver a range of training courses and events
- Generating and managing attendance at events and training courses
- Working with external organisations, including venues, suppliers, training providers, guest speakers and sponsors
- Overseeing the on-site management of events working with the in-house team and a range of suppliers
- Drafting and distributing information to delegates and stakeholders
- Developing promotional content to support training courses and events
- Preparing awards entry information, maximising entries and organising judging days
- Liaising with Trade Association and Training Group members to secure sponsorship
- Developing surveys, analysing data and preparing reports, and identifying improvements for future events
- Dealing with queries from members.

Knowledge & Experience

- Educated to degree level or equivalent with excellent written and verbal communication skills
- Experience of coordinating events and projects
- Demonstrable customer relationship skills
- Good organisational skills with experience of working in a small team demonstrating willingness to support colleagues and contribute to wider Build UK activities
- Ability to prioritise and manage a range of tasks simultaneously
- Attention to detail and ability to close out tasks
- Ability to analyse information and produce reports
- Well-presented and professional approach
- Knowledge of construction and/or training would be 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 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.