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## Summary of Role

<b>Job Title:</b>	Trade Association Manager
<b>Reporting to:</b>	Trade Association Director
<b>Hours:</b>	Monday – Friday 9:00am – 5:00pm
<b>Location:</b>	The Building Centre, 26 Store Street, London, WC1E 7BT
<b>Salary:</b>	£45,000
<b>Application Deadline:</b>	ASAP by email to <a href="mailto:Careers@BuildUK.org">Careers@BuildUK.org</a> including CV and supporting statement setting out in no more than 300 words why you are the best person for the role.

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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 central London where we have a vacancy for a **Trade Association Manager** who has responsibility for the day-to-day running of CONSTRUCT Concrete Structures Group and the Concrete Frame Training Forum (CFTF).

## About the Role

The role involves delivering the CONSTRUCT business strategy, in line with agreed budgets, working directly with CONSTRUCT members and a variety of external stakeholders including the Government and Industry Training Board. The right candidate will ensure CONSTRUCT is efficiently and professionally run and have a positive impact on member engagement, the provision of skills and training, and the visibility of CONSTRUCT and its members within the industry.

You would be expected to develop an understanding of the business of Build UK and CONSTRUCT to 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 a professional image and have excellent written and verbal communication skills.

## Result Areas

- A valued member of the Build UK management team
- Growth in membership and improved engagement of existing members
- Increased profile of CONSTRUCT 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 training plan for CFTF
- Managing budgets and producing regular financial reports for the Council
- Managing the external representation of CONSTRUCT, including attending external meetings, presenting the agreed position, and working with external organisations
- Managing Council and Committee meetings, including preparing papers, briefing the chairman, managing the meeting, and delivering actions
- Recruiting and retaining membership of CONSTRUCT
- Creating communications and membership information, and managing web content and social media
- Delivering projects from concept to delivery and evaluation
- Organising and promoting a range of events and training courses, including the flagship CONSTRUCT Day for over 500 people
- Applying for funding for CFTF and supporting members to meet their training needs
- Ensuring the corporate compliance of CONSTRUCT
- 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
- Experience of delivering projects and events to strict criteria and timescales
- Experience of managing committees and dealing with a wide range of stakeholders
- Management experience with a desire to work in a small team demonstrating willingness to support colleagues and contribute to wider Build UK activities
- Knowledge of the construction industry and/or the UK skills and funding system 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
- **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.