

## Project Coordinator

### Summary of Role

- **Job Title:** Project Coordinator
- **Reporting to:** Policy Manager
- **Hours:** Full-time (35 hours per week)
- **Salary:** £30,000 per annum depending on experience

### About the Role

Build UK is looking for a **Project Coordinator** who will be responsible for supporting the delivery of a range of interesting and unique projects focussed on our three strategic priorities of Improving Business Performance, Increasing Productivity, and Recruiting, Training and Retaining Talent.

The role involves working with the Build UK management team to develop and implement projects which have the potential to deliver wide-scale change on key industry issues such as building safety, procurement and skills. The right candidate will engage members in projects, carry out research, and support the development and rollout of guidance and standards to improve ways of working.

You will be expected to develop a detailed understanding of the UK construction industry, including Build UK and its activities, and be capable of working with a wide range of stakeholders. 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

- Integral support for the successful delivery of projects
- Increased engagement of members and stakeholders in Build UK projects
- In-depth analysis of data to support development of policy solutions
- Clear and succinct presentation of findings for use in reports, guidance and standards
- Effective and timely communication with members and stakeholders
- Active contributor to a highly motivated and effective team

## Responsibilities

- Coordinating discrete projects and providing support to the Build UK management team to implement more complex projects on a wide range of issues
- Engaging with members and stakeholders to deliver and implement Build UK project outcomes within the industry
- Researching and analysing information and data
- Drafting reports, guidance and standards which explain complex ideas and findings in a way that can be easily understood
- Supporting working groups to secure member engagement in projects, including briefing the chair or host, taking minutes, and delivering follow up actions
- Keeping up to date on developments in priority areas and updating the Build UK team on key issues or risks
- Supporting the Communications team to disseminate the latest policy news via our member updates and social media
- Dealing with enquiries from Build UK members and stakeholders

## Experience & Skills

- Educated to degree level or equivalent with excellent written and verbal communication skills
- Experience of coordinating projects and working with a diverse range of stakeholders
- High attention to detail and ability to close out tasks
- Good analytical skills with experience of producing reports
- Excellent organisational skills to manage own time whilst supporting colleagues in a fast-paced environment
- 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
- **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.