

Opportunities with Build UK

What We Do

Build UK is a membership organisation representing the whole construction supply chain.

Construction has a huge impact, creating millions of jobs across the economy and delivering the buildings and infrastructure that shape our society, and we are committed to transforming the industry to become more efficient and financially viable.

We do this by delivering projects that help to increase productivity, promote best practice and provide a consistent approach. From the Common Assessment Standard, which is streamlining the industry's pre-qualification process with the potential to save £1 billion across the supply chain, to comprehensive guidance that helps businesses respond to a wide range of issues, Build UK is focused on making sure the industry has the skills, knowledge, and technology to improve the quality of the built environment.

Build UK has also proved itself to be good in a crisis. We developed and maintained the Site Operating Procedures that kept the industry operational throughout COVID-19 and we are now at the forefront of implementing the new building safety regime and reviewing the competence requirements of those installing construction products and systems.

Who We Are

Build UK has a small team based in the [Building Centre](#), off Tottenham Court Road, which is at the heart of construction, with a fab café to boot.

We have a dynamic and fast-paced working environment which enables us to deliver our priorities whilst also responding to external challenges. We are process driven to ensure consistency and work well to a plan but are not afraid to try new things. We are also direct and honest which stands us in good stead when juggling projects, issues, and expectations!

With a reputation for delivery, we pride ourselves on our high standards which enable our members and the wider industry to trust the guidance and information we produce.

What We Offer

- Flexible arrangements combining working from home with regular days in the office each week
- 25 days' holiday per year plus bank holidays
- Pension scheme with matched contributions up to 5% on completion of probation
- Private healthcare scheme
- Season ticket loan
- Regular social activities
- Free refreshments and a well-stocked kitchen!

What We Are Looking For

To help us keep up with ever changing Government policy and our members' needs, you will need excellent attention to detail, the ability to absorb new information quickly, and the determination to unravel issues and find the right answer.

We are regularly tackling long-standing and complex issues so excellent organisational skills, the ability to prioritise and resilience are essential!

We pride ourselves on our relationships so you also will need outstanding communication skills, including the ability to write well in the Build UK style.

Project Manager (Skills)

- **Full-time (35 hours per week)**
(Part-time may be available if desired)
- **Flexible working**
- **Salary of £50,000 FTE**
- **Reporting to Project Director**

Applications, including CV and personal statement of no more than 500 words explaining why you are the best person for the role, should be sent to Careers@BuildUK.org

Responsibilities

- Helping to create a skills system that enables our members to recruit, train, and retain the workforce they need now and in the future.
- Developing guidance on a wide range of construction skills and training issues which explains them in a way that can be easily understood by members.
- Writing our monthly Recruit, Train and Retain update containing the latest news in an easy-to-read format using the Build UK style.
- Coordinating responses to industry consultations to provide a collective and consistent view from the diverse Build UK membership.
- Creating and undertaking bespoke surveys to understand current trends in employment and training in the sector and producing reports which can be used to drive change.
- Managing roundtable and task group meetings, which includes drafting invites, briefing the chair and speakers, taking notes, delivering follow up actions and resolving queries.
- Attending external meetings and events as a Build UK representative to gather information, contribute to discussions, share intelligence and network across the industry.
- Being the first point of contact and liaising with the Government, CITB, CLC, CSCS and other stakeholders on skills and training issues.
- Building relationships with members to understand their skills priorities and challenges and how we can work collectively to solve them.
- Identifying upcoming issues, investigating and resolving queries from members, and keeping everyone up to date with the latest information.
- Undertaking other tasks as reasonably requested to contribute to the success of the team.

Build UK Values

Corporate Image
Ensuring commitment and attention to detail with a focus on the consistent and professional appearance of Build UK at all times.

Credibility
Delivering honestly and effectively every time whilst having the confidence to say 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 learning lessons with a view to continuous improvement.