

# Studio Co-ordinator

**Deadline:** 5pm on Monday 16th December.

**Salary:** £25,000 - £30,000 FTE (based on 35 hour work week)

**Location:** Central Manchester

**Working Hours:** 0.5-0.8 FTE (17.5 hours to 28 hours per week, flexible)

**Status:** Permanent (following 6 month probationary period), PAYE

**How to apply:** Email [info@urbed.coop](mailto:info@urbed.coop) with a CV and maximum two-page covering letter

**Note:** By the time you commence your employment you must have a legal right to work in the UK.

## Introduction

URBED (Urbanism, Environment and Design) Ltd ([www.urbed.coop](http://www.urbed.coop)) is an award-winning design and research consultancy based in Manchester. Our team includes urban designers, town planners, architects, landscape architects, sustainability experts and geographers. Our work is broad-ranging, from one-off buildings and refurbishments to town centre strategies, masterplans, strategic regional planning, and research and policy development. We work for a range of clients across the UK including private developers, local/regional/national government and community organisations. We are looking for an individual with **excellent organisational and communication skills** to join our team to support our practice and keep our office running smoothly.

**We are an employee-owned cooperative.** This means that our employees are the owners of the company and make all business decisions collectively. Following a successful probationary period, you would become a member of the cooperative and would be offered the opportunity to become a director. We operate a **system of self-management, with working groups covering Personnel, Finance, Marketing, IT and Office Management** duties. Everyone within the cooperative is a member of one or two groups and takes responsibility for an aspect of practice management. We have grown over recent years and we are now looking for someone to **provide dedicated coordination for the working groups**, to support the development of the practice.

## Flexible Working

We're looking for someone who can work between 17.5 and 28 hours per week. Given the duties of this role, we would expect you to be in the office for most of your working hours. These hours can be arranged to suit you, as long as they also fit the needs of the cooperative. Half-days, short days (e.g. 10am-3pm), condensed days and a variety of other arrangements are possible. Occasional working at other locations in the UK may be required, though this will be negotiable and flexible. Working at home will be possible on an occasional basis to allow further flexibility.

## Equal Opportunities

URBED are an equal opportunities employer. We encourage applications from anyone with suitable skills no matter their background. **If you are interested in this position and feel you have the skills required please apply!** We are committed to creating a diverse workforce in the built environment sector and so we monitor the diversity of job applicants for all positions via an anonymous online form. If you apply please follow the link below to complete this, using the job reference code JOB/ STUDIO CO-ORDINATOR: [www.surveymonkey.com/s/URBED\\_equality](http://www.surveymonkey.com/s/URBED_equality)

## Employee Benefits

We offer 28 days holiday per year (FTE) plus Bank Holidays and have signed up to 'Climate Perks' to encourage sustainable travel. We have enhanced policies for parental leave and time off to care for dependents. We take looking after our employees seriously and have best practice Mental Health & Wellbeing, Flexible Working and Equal Opportunities policies. Please ask if you would like to see any of our policies.

## Key Duties

We are looking for someone who can:

- support business development by coordinating production of proposals for new work.
- work with the marketing group to keep our website and social media up to date, assist in the creation of mail outs and blog posts, develop marketing materials, and lead on the organisation of external events (for example <https://www.4x4manchester.com/>).
- support the personnel group in the administration of recruitment, induction and staff reviews.
- ensure the smooth running and upkeep of the office by maintaining equipment and supplies, helping keep the office tidy and presentable, liaising with our landlord and suppliers (e.g. cleaning company, photocopier company, IT support).
- maintain our professional knowledge-base by organising our publications and sample libraries, and managing our subscriptions, memberships and project archive.
- organise internal events such as socials, training/CPD sessions and team design reviews.
- support the finance team by producing timesheet reports and organising receipts and other financial information to assist the practice finance manager.
- provide general administrative support to the cooperative by taking minutes, proof-reading, carrying out internal environmental audits, assisting with the administration of email accounts, and monitoring our 'info@' email account.

## Skills and Experience Requirements

*Essential skills and experience:*

- Excellent literacy skills (minimum of Grade A\*-C in English at GCSE or equivalent) and able to demonstrate clarity and effectiveness in written communications.
- Excellent numeracy skills (minimum of Grade A\*-C in maths at GCSE or equivalent).
- Minimum of 2 years of relevant experience in an office environment.
- Excellent computer literacy, in particular in word processing, email and spreadsheet use.
- Excellent organisational skills; able to demonstrate ability to manage existing systems and develop new ones where required.
- Excellent interpersonal skills; able to demonstrate effective use of aural communication in person and over the phone.
- Able to self-manage and work in a cooperative and collaborative workplace.
- Able to use social media and marketing tools such as twitter, mailchimp, websites etc.

*Desirable skills and experience:*

- Experience of copywriting and editing and/or bid writing.
- Ability to use desktop publishing software to create professional-looking documents.
- Understanding of public and private procurement processes in the built environment and the role of quality assurance, risk management, environmental performance and social value.
- Experience of marketing in the context of professional services.
- Experience of developing relationships with journalists and publications to support marketing activities.
- Experience of cooperative governance, basic knowledge of employment law and good practice in personnel and staff management.
- Experience of practice management tools and processes to enable effective job management, project management. For example, the use of timesheet software.
- A-levels / BTEC / Degree or other higher level qualification in a relevant discipline.

## Application Process

Please email [info@urbed.coop](mailto:info@urbed.coop) with a CV and maximum two-page covering letter. Emails should be no larger than 10MB. Please include the reference: JOB/STUDIO COORDINATOR. If you have any questions about the role when preparing your application, please contact the Personnel Group at URBED, on the above email or main office phone number. Interviews with the shortlisted candidates will take place in early 2020.