



Build Up Project Lead



Build Up supports young people to have a practical role and a say in how their cities are built.

We run free construction projects for young people aged 6-23 years old to design and build permanent, lasting, public spaces and structures in their communities. On our projects, young people take meaningful decisions about their area and then make them happen.

Since 2014, we've built 20 structures and worked with 750 young people. These include our competition winning [Making Places](#) public space at Aldriche Way Estate, a [Forest School Shelter](#) at East London's Cody Dock and [The Whaler](#), a new play structure and performance space in Tottenham.

Build Up are now recruiting our first full time Project Lead to manage programmes across London. Duties include coordinating [Build Up Hackney](#), supporting staff with design and construction expertise, and working closely with our Director to ensure all projects are delivered safely, on time and to budget.

Alongside design and build experience, we're looking for someone to build relationships in both local communities and public office, who understands the challenges our young people face and is committed to supporting young people to lead local change.

Build Up's work is not conventional – this role engages a unique mix of skills and abilities. If you're excited about learning and sharing your own experience, while helping to shape our organisation's development, we would love to hear from you.

Key Details

Start date: 1st April (negotiable)

Reporting to: Director

Salary: £30,000 + equipment allowance up to £522. 12 month contract with 6 months probation. After 12 months contract will be renewed subject to funding.

Holiday: 35 days holiday including bank holidays, five of which are to be taken during the Christmas break. We are at our busiest during school holidays; annual leave during these periods is at the organisation's discretion.

Pension: Employer contribution 8%, employee contribution 4%.

Hours: Full time (40 hours). Due to the nature of our projects, some evening and weekend work will be required. Outside project delivery we work core hours of 10am - 4pm.

Location: Old Street (office), Canning Town (workshop) and project sites across London.

Other requirements: A full driving license.

DBS: The successful applicant will need to complete an enhanced DBS check and provide two references.

Purpose

- Enable young people aged 6-23 years old to design and build permanent, well-designed structures and spaces that their communities want;
- Understand the political context of Build Up's work, as well as the relations between the people and organisations we work with; and,
- Build the capacity of young people to lead change in their communities

Responsibilities

1) **Spatial design:** work with young people to develop well-considered and achievable project designs

- Oversee the design process, providing maximum opportunity for young people to develop their own ideas and drive the project;
- Facilitate design discussions, workshops and consultations; and,

- Draw up design proposals and create documents including, but not limited to material reports, design and access statements and planning applications.

2) **Construction:** support young people to build permanent, professional-quality structures and spaces

- Lead technical design and construction activities on-site;
- Develop project construction details and delivery plan; coordinate build logistics, materials and equipment;
- Coordinate construction sessions with young people;
- Teach young people construction skills, support participants' take on responsibilities and enable them to implement their own ideas; and,
- Inspect, rectify and sign off young people's construction work.

3) **Youth work:** ensure all participants' project experience is safe and rewarding

- Work with Build Up's staff team and make interventions where necessary to support all young people to participate in our projects;
- Coordinate all activities in line with our Safeguarding Policy and act as project site safeguarding lead;
- Ensure all young people, staff and volunteers use tools and equipment safely; and,
- Conduct project risk assessments and use risk-benefit approach to make ongoing safety assessments on all activities.

4) **Project coordination:** deliver projects on time and to budget

- Communicate effectively and build relationships with residents, youth workers, project partners, officials, funders and stakeholders;
- Manage time efficiently and give regular feedback on workload, capacity and project progress;
- Collect quantitative and qualitative data and write case studies;
- Photograph projects and post updates on social media; and,
- Submit written reports to funders.

5) **Programme and business development:** help shape Build Up's development

- Design programmes for projects in existing and new work areas;
- Identify opportunities to develop programme methodology and new business;
- Build relationships with clients and develop costed project proposals;
- Develop and implement effective organisational systems; and,
- Contribute to funding applications, campaigns and pitches.

6) **Staff:** support and manage a diverse staff team

- Coordinate staffing and lead project teams – including volunteers – on a day-to-day basis;
- Support less experienced project leaders with construction expertise; review and sign off design and construction work; and,
- Support young people on work placement to enable them to learn and develop.

7) **Team:** share organisational responsibilities with our team

- Provide extra support on other team members' projects when necessary;
- Assist with the practical and administrative functions of the organisation;
- Manage equipment and materials stock;
- Represent the organisation externally at events and talks; and,
- Carry out all activities in accordance with Build Up's policies and procedures.

Person specification

1) Skills and Experience

Essential

- 5+ years of design and construction experience;
- Proven track record in project coordination;
- Experience building relationships with a wide range of individuals and organisations;
- Experience managing small teams;
- Knowledge of, and skills in, timber construction as well as the ability to understand a range of other construction processes;
- Drawing and visual communication;
- Excellent written and verbal communication, with the ability to tailor information to different audiences; and,
- Excellent organisational skills.

Preferred

- Lived experience of the challenges the young people we work with face;
- Well developed understanding of power in community lead change;
- Vocational qualifications in design and / or construction;
- CAD and Adobe (InDesign, Illustrator & Photoshop) skills;
- Experience in programme design, facilitation and workshop delivery;
- Youth work, safeguarding experience community engagement or mentoring experience;
- Experience working with public sector clients;
- Project costing and budgets; and,
- Bid writing.

2) Aptitude

- Committed to Build Up's development and sharing responsibilities across our small team;
- Able to work outside of existing experience, capable of self starting and problem solving;
- Positive attitude to risk and an understanding of where different approaches are appropriate;
- Ability to think strategically as well as understand detail;
- Able to manage multiple priorities, work under pressure and meet deadlines;
- Willing to give and receive feedback; and,
- Flexible and responsive to change.

Application

To apply, please submit an [application form](#) with a current CV and examples of built work (including two drawings or visualisations) to projectlead@buildup.org.uk by **20th February**. No cover letter is required.

Interviews will be held on 27th February with second round practical assessment session w/c 4th March.

If you would like to discuss the role or have any questions, please contact Huan Rimington, Director (07427 704291 / huan@buildup.org.uk).