

**Job Title: Buildoffsit**e Business Manager

**Salary:** TBC

**Location:** CIRIA, Griffin Court, 15 Long Lane, London, EC1A 9PN

### **Role**

Responsible for a growing portfolio of 95 members across the construction sector, current turnover £500k/year. Leadership of the Buildoffsit e Delivery Team (two staff and a range of external advisers and consultants). Jointly with the Director lead the operational and financial planning and delivery of the Buildoffsit e membership programme. Enable the future direction of Buildoffsit e by engagement with the Buildoffsit e Governing Forum and CIRIA Management Team. Act as the focal point for Buildoffsit e activities (including high profile events and membership groups). Enable Buildoffsit e to retain valuable member relationships; facilitate the recruitment of new members, develop and deliver enhanced member services. Reporting to the Buildoffsit e Director.

### **You will be responsible for:**

- Leading on planning and delivery of an exciting and varied programme of Buildoffsit e events
- Shaping a cohesive Buildoffsit e Delivery Team as a valuable enabler of construction innovation
- Line managing two permanent members of staff and developing them in line with Buildoffsit e's growth
- Managing the external Delivery Team resources including Industry Advisers and other consultants
- Jointly lead with the Director the financial planning of the Buildoffsit e membership programme, supported by CIRIA's Head of Finance
- Responsible for the management of prestigious events and engaging with members and stakeholders.
- Enhancing the process of member engagement and effective team feedback through the CRM system.
- Responding to member needs and enabling collaboration to generate additional member value
- Support the Director in increasing revenue through membership growth, sponsorship, project delivery and external funding.
- Identifying opportunities for new revenue streams and the commercialisation of Buildoffsit e outputs
- Developing and delivering the Buildoffsit e communications strategy
- Acting as the secretariat for the quarterly Buildoffsit e Governing Forum meetings and annual strategy day
- Contributing to emerging Buildoffsit e activities commensurate with the role, as requested by management.

### **Your Skills and Abilities:**

- Enthusiastic and engaging personality, confident in dealing with people and ability to influence at all levels
- Proven line management experience
- Financially astute; including experience of managing project or business budgets
- Excellent written and verbal communication skills
- Confident engaging with senior management and stakeholders across the industry
- Able to organise across a wide range of activities, managing staff, streamlining procedures, dealing with conflicting demands and prioritising your own workload to meet tight deadlines
- Able to work under minimum supervision with links to colleagues often by phone or email
- Flexible approach to work and comfortable with the dynamic priorities in a rapidly growing organisation
- Willing to travel and support events involving overnight stays and working outside normal office hours
- Experienced with Microsoft programmes and competent with digital communications and social media

### **Valuable Additional Experience**

- A background in, and enthusiasm for, construction, housing, infrastructure or public service
- Experience of working in a member based organisation or other customer service environment
- Educated to degree level with qualifications in a construction, marketing or commercial discipline
- An understanding of procurement and contractual models used in public sector and construction projects