

Job Title: Buildoffsite Business Manager

Salary: From £45,000

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

Role

Responsible for a growing portfolio of 105 members across the construction sector, current turnover £500k/year. Leadership of the Buildoffsite 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 Buildoffsite membership programme. Enable the future direction of Buildoffsite by engagement with the Buildoffsite Governing Forum and CIRIA Management Team. Act as the focal point for Buildoffsite activities (including high profile events and membership groups). Enable Buildoffsite to retain valuable member relationships; facilitate the recruitment of new members, develop and deliver enhanced member services. Reporting to the Buildoffsite Director.

You will be responsible for:

- Leading on planning and delivery of an exciting and varied programme of Buildoffsite events
- Shaping a cohesive Buildoffsite Delivery Team as a valuable enabler of construction innovation
- Line managing two permanent members of staff and developing them in line with Buildoffsite's growth
- Managing the external Delivery Team resources including Industry Advisers and other consultants
- Jointly lead with the Director the financial planning of the Buildoffsite 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 Buildoffsite outputs
- Developing and delivering the Buildoffsite communications strategy
- Acting as the secretariat for the quarterly Buildoffsite Governing Forum meetings and annual strategy day
- Contributing to emerging Buildoffsite 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