**Assistant Project Manager: Placemaking**

**Full Time Position**

**Annual Salary £29,000**

**Working Hours: typically Monday to Friday 9 am – 5 pm with occasional breakfast/evening events**

**JOB PROFILE**

The Public Realm and Placemaking team is responsible for a dynamic and exciting range of key projects and initiatives across the Victoria – Westminster area, stretching from Parliament Square to Victoria Station and indeed beyond towards Warwick Way and Buckingham Palace Road. We play a fundamental role in generating, promoting and executing projects that aim to support economic growth through placemaking and create a vibrant destination for those who work, visit or live here. Creating a high quality public realm and environment is at the heart of what we do.

The Assistant Project Manager (APM) will support the Director of Placemaking (DoP) and the Placemaking Project Manager (PPM). With our sustained and growing portfolio of successful projects, as well as our strategic role in promoting shared goals and collaboration among key stakeholders, we are seeking to strengthen our small team by welcoming the addition of Project Assistant.

This important role would suite a recently qualified graduate, and is a critical support one that will enable the team as a whole to sustain and grow its increasing contribution to VBID and VWBID’s challenging objectives and its aspirations for this part of central London. The role provides an enviable opportunity to work with a small, dedicated and forward thinking team currently working in partnership with a dynamic local authority, Westminster City Council, Greater London Authority, Transport for London and some of the most active urban developers and investors in the UK.

The VBID Executive Team currently has responsibility for two BID areas: Westminster and Victoria Westminster. The APM will also work with the wider VBID teams in the delivery of the BID team’s Business Plan objectives for these BID areas.

The role will be full time for a fixed term, circa 5 years, in line with the BID renewal process. (All Business Improvement Districts undergo a renewal stage every five years).

**KEY RESPONSIBILITIES**

The work of the APM would generally, but not exclusively, involve:

* Working with the team and liaising with key stakeholders on generation, design and delivery of public realm and placemaking projects and strategic objectives
* Working with the DoP and PPM to collaborate with key stakeholders
* Providing day to day support to the Public Realm key theme and the Placemaking team
* Assisting with development and oversight of the team’s overall programme management of the public realm theme
* Helping to arrange and co-ordinate meetings as appropriate
* Assisting organisation and preparations for the Placemaking team’s input to Board Meetings and Public Realm Steering Group meetings
* Assisting with organisation and management of the various project teams
* Assist the team in tracking and monitoring development activity in the area and responding to planning applications and planning policy consultations
* Assist the team in researching project funding opportunities and preparation of applications and submissions.
* Attending meetings and undertaking project work with the DoP and APM as required
* Managing events if requested such as planning, coordination and delivery
* Providing logistical and co-ordination support for seminars, conferences that the Placemaking Team may be involved in
* To help the team compile key data from project activity for core business documentation (Annual report, Business Plan, etc.)
* To maintain records in accordance with good practice, internal policies, and relevant legislation
* To support the organization with relevant tasks delegated as appropriate
* General administration duties i.e. answering phones, taking minutes at meetings, managing mail outs
* Supporting the team and covering if other members are on leave/sick etc
* Duties are likely to vary as your role develops, so you will need to be flexible and tailor your support services accordingly
* The work is mainly office-based with attendance at meetings, events and conferences usually a feature of the work
* To undertake such other duties commensurate with your position, and / or hours of work, as may reasonably be required. There may be occasional breakfast or early evening events which are part of this job role.

**KEY SKILLS/ ATTRIBUTES:**

* A keen interest in cities, urban development and regeneration and sustainability. The role may suit someone with graduate level studies in urban geography or the built environment. Supporting qualifications in project management would be an advantage.
* Knowledge or experience of urban design and planning would be advantageous but not essential. Demonstrable desire to learn and develop new skills
* Demonstrable experience to meet the requirements of the post and a strong self-starter
* Microsoft office skills (Excel, Word, PowerPoint). Photoshop also an advantage
* Knowledge of SAGE ACT database would be beneficial but not essential
* Ability to adapt flexibly to new priorities and additional tasks with a positive attitude
* The ability to work as part of a team, and on your own initiative, is essential, along with the skills to be flexible, multitask and work to demanding deadlines in a busy working environment.
* Plan and prioritize work to manage conflicting tasks, meet delivery deadlines/ targets, review progress, work with minimum supervision