

CAN YOU HELP US DELIVER BETTER HOMES IN PLACES PEOPLE LOVE?

TOWN.

TOWN IS SEEKING A PROJECT ASSISTANT.

£18,000 – £25,000 DEPENDING ON EXPERIENCE, PLUS DISCRETIONARY BONUS.

ONE-YEAR, FIXED-TERM CONTRACT WITH A VIEW TO A PERMANENT ROLE.

BASED OUT OF LONDON, BRIGHTON OR NEWCASTLE UPON TYNE.

TOWN (www.wearetown.co.uk) is a start-up housing developer with a mission to build sustainable, well-designed homes in places people love.

We work with architects and others to build exceptional residential and mixed-use developments at street and neighbourhood scale. Our homes are carefully designed and offer high levels of environmental performance while adding to the places they are built in. And TOWN's custom build

model gives customers greater choice and flexibility over the design, layout and finishing of their new home.

TOWN's flagship development, Marmalade Lane in Cambridge, is due to be completed in summer 2018. We're now looking for a creative and diligent Project Assistant to join our small core team to help devise and deliver new TOWN projects and to support the growth of our business.



THE JOB.

This is a flexible and wide-ranging role supporting many aspects of TOWN's work, but with two main areas of focus.

1. PROJECT SUPPORT.

The Project Assistant will assist the Directors and other team members in driving forward existing development projects and securing new ones. The exact role will depend on the individual appointed, but will include some combination of:

- market research and analysis: understanding the geographical, demographic, market, political and planning context for projects;
- financial / development appraisal: establishing the commercial case for investment;
- planning and design: working with the wider project team to establish proposals that are appropriate for the location;
- communications, sales and marketing: engaging with local communities and customers.

It will also involve organising, planning, following up and creatively contributing to project meetings and workshops, project administration and managing the flow of project information between the TOWN team and external partners and professionals.

2. BUSINESS SUPPORT.

The Project Assistant will also support the Directors in the overall operation and development of the business. This will include: organisation, preparation and follow up from Board meetings and other key corporate events; administrative tasks including invoicing; and representing TOWN at public and industry events and seminars.

THE PERSON.

We're looking for a committed, motivated and intellectually curious self-starter who shares TOWN's mission to change the way homes and places are built in the UK.

QUALIFICATIONS, SKILLS AND QUALITIES.

- Motivation: you'll have a demonstrable interest in and commitment to TOWN's mission.
- Qualifications: you'll have at least a 2:1 degree in any subject, and may have an academic background in housing, planning, economics, geography or design. You might also have, or intend to seek, a relevant professional qualification – RICS, RTPI, RIBA or similar.
- Communication: you'll have excellent written English, an ability to convey complex thoughts clearly, and be able to communicate well with a wide range of people, including colleagues, investors, partners and members of the public.
- IT skills: you'll be a competent user of MS Word, Excel and Powerpoint; your Excel competence may be sufficient to undertake project appraisals on a guided basis. The role will require regular use of Google Earth and you may have capabilities in GIS or CAD software.
- Flexibility and autonomy: you'll be comfortable working from home, and travelling regularly to meet the demands of projects. You will be able to manage your own time, deliver tasks to schedule, and to adapt to demands as they arise.

LOCATION

You're likely to live in or close to London, Newcastle or Brighton. Like TOWN's Directors, you'll work flexibly from home, sometimes from TOWN's base at Impact Hub King's Cross, London; and travel as required according to TOWN's projects.

WHAT WE OFFER

Salary £18-25k, plus discretionary bonus based on performance. 25 days paid holiday (plus public holidays). Workplace pension scheme. Formal and informal opportunities for continuous professional development.

In addition, we offer the chance to be part of a small, dynamic team at start-up stage trying to change the way that development is done in the UK.

The post is offered on a full-time basis, initially on a one-year, fixed-term contract.

HOW TO APPLY

Before applying, candidates are encouraged to send an initial expression of their interest in the role to jobs@wearetown.co.uk to arrange a short, informal conversation with one of TOWN's Directors.

To apply, please email your CV to jobs@wearetown.co.uk, with a covering letter of max. 500 words describing how you think you can help TOWN at this stage of its growth.

Deadline for applications: 1st December 2017 (interviews expected to be held in the week of 11th December).

TOWN is an equal opportunities employer.

The logo for TOWN, featuring the word "TOWN." in a bold, white, sans-serif font on a black rectangular background.