



# ASSISTANT DEVELOPMENT MANAGER.

We are recruiting an Assistant Development Manager to help deliver TOWN's expanding body of work.

Up to £35,000 + bonus.

**TOWN is a profit-with-purpose developer with a mission to build good places for better lives. We deliver homes, streets and neighbourhoods that improve people's quality of life, enable more sustainable ways of living and improve the wider places they are part of.**

## WHAT WE DO.

### Settlement extensions.

As master developer, we set a vision, obtain planning consent, and oversee the delivery of new parts of cities.

### Urban regeneration.

We conceive, plan and deliver complex urban regeneration that unlocks commercial, social and environmental value.

### Neighbourhood housing.

We deliver highly sustainable, community-oriented housing developments, often working future residents..

TOWN's first completed development, Marmalade Lane, won numerous awards including the prestigious RTPI Silver Jubilee Cup, an RIBA National Award, a RICS Social Impact Award and a Civic Trust Award. It showcases many of TOWN's hallmarks, including a community codesign process, high standards of environmental sustainability, and people-friendly public realm. Our impact on the development world was recognised by the Estates Gazette's 2020 Future of Real Estate Award.

**TOWN.**

## CURRENT PROJECTS.

TOWN's current portfolio includes:

- The Core Site, North East Cambridge – regeneration of Cambridge's water recycling works, working alongside U+I plc, to enable a new quarter of the city of over 5,000 homes;
- Love Wolverton – a 115-home, £35m mixed-use redevelopment of a key town centre site in Milton Keynes working with the local authority; and
- Neighbourhood housing projects in Norwich, Sunderland, Northamptonshire and Newcastle.

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## THE ROLE.

The primary role of an Assistant Development Manager at TOWN is to support the Directors and Development Managers on the planning and delivery of TOWN's projects.

An Assistant Development Manager's duties include:

- contributing ideas and insights to the process of setting a vision, strategy and plan for a project;
- conducting analysis and research to support project appraisal and development;
- managing external professionals;
- coordinating the flow of project information within the team;
- planning, running and recording key meetings and decisions;
- organising/running project and company events; and
- liaising with planning and statutory bodies.

More experienced Assistant Development Managers can also expect to take a leading role on some projects.

As a candidate for Assistant Development Manager, you'll have a degree in any subject, at least two years of career history, and a demonstrable interest in the built environment and its impacts on a global and local scale.

You might have, or be working towards obtaining, a relevant professional qualification/membership such as RICS or RTPI. Your written English will be excellent, you'll be highly numerate and you'll have strong organisational skills.

We are particularly interested in candidates with some prior built environment experience and/or who exhibit the potential for rapid advancement to project-leading development manager roles.

## PERSONAL QUALITIES.

The role demands the following personal qualities:

- purpose – an understanding of and affinity with TOWN's mission;
- initiative – an ability to self-start, take ownership, think ahead and act early;
- tenacity – not accepting no for an answer, chasing outcomes, outlasting the competition;
- flexibility – a willingness to go where the work takes you, in both location and content; and
- congeniality – being a team team player and a good colleague.

## THE PACKAGE.

We offer a competitive salary dependent on experience, a discretionary bonus scheme, workplace pension, 25 days' annual holiday plus bank holidays, CPD opportunities and study trips.

TOWN operates a largely virtual office, meaning you will work principally from home, although you may wish to work sometimes from a coworking space or our shared office space in London. We convene regularly as a team, and you will sometimes need to travel to site or for external face-to-face meetings.

This flexible approach to working entails regular travel by train and occasional overnight stays.

## HOW TO APPLY.

To apply, please send a CV and letter explaining how you are suited to the role to [jobs@wearetown.co.uk](mailto:jobs@wearetown.co.uk) by Wednesday 6th April 2021.

Interviews will be via Zoom in w/c 11th April.

For an informal conversation about either role before applying, please call one of TOWN's Directors:

- Jonny Anstead (07500 335315)
- Neil Murphy (07714 097924)

# TOWN.

For more information about TOWN visit [www.wearetown.co.uk](http://www.wearetown.co.uk).