

# Project Assistant, March 2023

## JOB DETAILS

- **Post Title:** Project Officer
- **Reporting to:** Jo Harrop, PLACED Director
- **Hours:** Full time. We will consider applications for 4 days p/w, with a proportionate salary adjustment.
- **Salary:** £25,000 full time
- **Base:** Working from home
- **Duration:** 6 months, with scope for permanent role following probationary period.

## JOB PURPOSE

PLACED was founded in 2011 with the aim of diversifying the voices involved in the design of our built environment. Since then, we have delivered Education and Engagement across the northwest, working with thousands of people.

Over the last 3 years, PLACED has seen significant growth in its' engagement work, reflecting an increase in the focus of community voice within tenders and funding policies. Along with working directly for clients, we increasingly collaborate with cross discipline teams, including architecture, planning, urban design, and economic regeneration practices. Our work includes masterplans, spatial development strategies and economic regeneration strategies.

Alongside this, our work with young people continues to be a key element of what we do. We believe youth voice within the built environment is of critical importance. This includes delivering of flagship education programme, the PLACED Academy [www.placed.org.uk](http://www.placed.org.uk) which was established in 2019. The 2022-23 programme is nearing completion, and we're planning our 2023-24 programme. We are also looking to develop our Academy Alumni offer for Academy graduates.

We are looking for a PLACED Project Assistant to work closely with our growing team. The successful candidate will support both our engagement and education work. This will have two key areas of focus; firstly, working with the wider team to produce materials required for events and activities, in particular engagement panels and materials, and secondarily, supporting the delivery of workshops, events, and engagement activity.

The successful individual will be expected to produce materials for a range of projects to a high standard and often within tight timeframes. The creation of visual, accessible, and useable materials is key to our work, and therefore the successful candidate will need to be accomplished in the use of InDesign.

Alongside this design work, there will be regular opportunities to support the PLACED team in the delivery of events, from school workshops and the [PLACED Academy](#) to engagement events, including [BirkenEd's Place](#). Due to supporting events being a key element of the role, the role includes regular travel, especially across Liverpool City Region.

Due to the nature of our work, an ability to work on multiple tasks at the same time, and an enthusiasm for delivering regular events and workshops is critical. The successful candidate will need to be able to manage and drive forward their work with little supervision and have a good ability to think creatively to solve problems and respond to changing demands.

## **ABOUT PLACED**

Founded in 2011, PLACED specialises in place education and engagement, developing knowledge and community insights into the built environment. We believe that everyone is an expert when it comes to the places where they live, work, or spend time.

We are a Community Interest Company committed to having a positive impact on those we work with. As an organisation, we bring collaboration and diversity to discussion around the built environment, creating opportunities for quality conversations and genuine engagement.

We support those who are traditionally under-represented have their voices heard. We engage with a huge range of people and create opportunities for diverse voices to be involved in conversations around our places and spaces.

PLACED works with schools, colleges, architects, developers, housing associations and local authorities, alongside a wide range of sponsors and partners, who fund our PLACED Academy.

We're supported by 140 Ambassadors – students and professionals who support our work, bringing a unique range of skills and experiences to all we do.

We believe we can only create better places together.

To find out more visit [www.placed.org.uk](http://www.placed.org.uk) and [www.placed-academy.com](http://www.placed-academy.com)

## **HOW TO APPLY**

Please send a copy of your CV and a covering letter of no more than 2 pages to Jo Harrop at [kim@placed.org.uk](mailto:kim@placed.org.uk) by **5pm on 19th May**.

## **Any questions?**

Please contact the PLACED Director, Jo Harrop, on [info@placed.org.uk](mailto:info@placed.org.uk) or 07968 237 280

## **RESPONSIBILITIES:**

This is an exciting time to be joining the PLACED. In recent years, we've seen our engagement work grow, and are now regularly working as part of design teams to facilitate engagement as part of large-scale projects. 2023-24 also sees the delivery of our sixth Academy and we are keen to take on board learning from previous years to develop, shape and grow the Academy model going forward.

Responsibilities include:

- Work with PLACED Project Managers and Project Officers to lead on the production of visual, clear engagement boards and activities to enable people to share their views and shape decisions about developments in their local area.
- Identify opportunities for improving the design and production of engagement materials and develop efficient ways of creating materials in the PLACED style.
- Be flexible and open to undertaking design focused tasks which are potentially outside of your core role. This could include but is not limited to creating or amending PLACED project websites.
- Support the delivery of workshops with young people, including schools, engagement workshops and the PLACED Academy.
- Support the delivery of engagement activity, including pop-ups from our campervan, engagement workshops and delivery of BirkenEd's Place. This will include being on the rota as the lead PLACED representative in BirkenEd's Place, working with volunteers to speak with people who visit the shop about plans for Birkenhead.
- Where supporting delivery of activities, ensure activities are documented to enable the production of meaningful evaluation reports for the client and/or wider design teams to shape the decision-making process.
- Work collaboratively and flexibly within the team so that projects are delivered on time and to an excellent standard. This includes communicating with colleagues about challenges and successes, potential scope expansion and progress with delivery.
- Support the growth of PLACED by advocating for our work as a representative of PLACED.
- Being an active, adaptable, and enthusiastic member of the PLACED team, inputting ideas and supporting discussion on the overall work and direction of PLACED.
- Advise the PLACED Director or Senior Project Managers of any potential issues and opportunities to enable them to be acted on in a timely manner.

## PERSON SPECIFICATION

Required	Desirable
<b>Knowledge and experience</b>	
<ul style="list-style-type: none"> <li>- Experience of working within the field of the built environment, whether architecture, planning, urban design, or engagement.</li> <li>- Experience of working with young people, whether in a school or outreach capacity.</li> <li>- Experience of developing / delivering workshop / activity plans, resources, and activities.</li> <li>- Experience of collaborating on projects with built environment professionals from a range of professions.</li> <li>- Knowledge of and interest in creative approaches to built environment engagement and education.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of delivering activity for / with young people and harder to reach groups about the built environment.</li> <li>- Experience in delivering / supporting the delivery of events for professionals in the built environment.</li> <li>- Experience of working with voluntary and / or community organisations.</li> <li>- Experience of managing / supporting colleagues / volunteers.</li> <li>- Involvement in planning and organising events.</li> </ul>
<b>Skills and abilities</b>	
<ul style="list-style-type: none"> <li>- Experienced and skilled in design packages, including Adobe InDesign.</li> <li>- Good eye for design and creation of visually attractive materials.</li> <li>- Excellent communication skills, and an ability to communicate effectively during with a range of audiences.</li> <li>- Adept in working with diverse members of the public, from young people to older residents, in an empathetic and supportive manner.</li> <li>- Able to build rapport to motivate and build confidence with individuals and groups, including colleagues.</li> <li>- Fantastic organisation skills and ability to manage several tasks at the same time.</li> <li>- Excellent ability to manage own workload, meet deadlines and make decisions with little supervision / guidance.</li> </ul>	<ul style="list-style-type: none"> <li>- Competent in using social media on a work / project basis.</li> <li>- Able to develop creative activities and resources for young people.</li> <li>- Ability to plan and lead workshops and activities with young people.</li> </ul>

<ul style="list-style-type: none"> <li>- Flexible and responsive in meeting changing business needs.</li> <li>- Able to bring persistence, enthusiasm, resilience, and creativity to working with a diverse group of people.</li> <li>- Excellent IT skills, and a willingness to learn new programmes.</li> <li>- Excellent attention to detail.</li> <li>- A proven commitment to work as part of a team with common objectives.</li> <li>- Enthusiastic and not afraid of a challenge.</li> </ul>	
<b>Values</b>	
<ul style="list-style-type: none"> <li>- Sharing our belief in the value of engaging communities in the design and decision-making process about the built environment and creative education</li> <li>- Belief that the voices involved in the design of the built environment should be representative of society.</li> <li>- Belief in the importance of creating social value through enabling and engaging communities in decision making processes.</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>- Willing to undertake a full CRB check.</li> <li>- Prepared to work evenings, school holidays and weekends where required.</li> </ul>	<ul style="list-style-type: none"> <li>- A full driving licence.</li> </ul>