



## Panel Coordinator

REPORTS TO	Head of Service Delivery
KEY RELATIONSHIPS	Head of Service Delivery, Panel Coordinators & Design Advisors
SALARY	£25,500–£35,500 depending on experience, pro-rata if part-time
CONTRACT	Permanent, full-time (part-time or secondment position negotiable)
START DATE	February 2023
LOCATION	Working from home and our London office
LEAVE	25 days annual leave (increasing to 30 days after one year) and statutory holidays (both pro-rata for part time)

### About Design South East

Design South East is a not-for-profit consultancy that provides independent advice to planning authorities, design professionals, landowners, developers, and local communities. We work across London, the South East and the East of England, with a hub in London. We work with a network of around 200 experts from a variety of built environment disciplines who form our expert panels comprising the leading practitioners and thinkers in their fields. We harness their passion and knowledge and direct it to the knotty problems of growth and place-making that many communities are facing.

More information can be found on our [website](#).

### The role

We have a new opportunity to join our team, reporting to our Head of Service Delivery and working directly with our Design Advisors to support the delivery of well-designed places. With recent growth in our workload this is an important and exciting moment to join Design South East. You will be project managing design reviews, surgeries, workshops, study tours and learning events. You will work closely with a number of our local authority clients and will be involved with many aspects of our services. The role requires you to liaise with a wide range of partners, including clients and their stakeholders and with our network of expert professionals from the built environment sector to support the delivery of better places. You will divide your time between communicating with our clients and stakeholders and preparing agendas, coordinating information flows and project managing the physical or online delivery of our services.

## Key tasks

- Working closely with our design advisors to plan, coordinate and manage the delivery of our services and events, including design review sessions, design surgeries, workshops, charrettes, and roundtables.
- Providing project management of long-term contracts and major projects, maintaining accurate records, preparing for client meetings, and assisting with client reports.
- Liaising with our local authority clients and event participants to successfully coordinate events and ensure that all participants have the information they need and receive an efficient, high-quality service.
- Proof reading reports and other documents before they are issued.
- Maintaining accurate records in our CRM system, researching, and entering data on key organisations and contacts and keeping data up to date and GDPR compliant.
- Maintaining our digital filing system, including setting up new project folders.
- Compiling monitoring information and contributing to the planning and delivery of our annual reviews for clients.
- Coordinating online surveys for delegates and user feedback to track the impact of our work, ensuring surveys are issued promptly, chasing responses and collating results.
- Working with the Head of Service Delivery to maintain systems including contracts and finance.
- Carrying out any other reasonable duties as required by your manager.

## About you

### Skills and behaviours

- An interest in design, the arts and/or the built environment is desirable.
- Proactive, driven and outcome focused.
- Highly organised, with an attention to detail and ability to meet deadlines.
- Highly motivated and a self-starter, with a willingness to take ownership of projects.
- Happy to work independently on a project, or to team up with others.
- Ready to solve problems and identify appropriate solutions.

### Knowledge and experience

- Project management and coordination:
  - You will have proven strong project management skills.
  - You will have attention to detail.
- Communication:
  - You will have good writing skills.

- You will be an excellent communicator with good people skills, able to confidently make contact with people outside of the organisation.
- Teamwork:
  - You will have experience of working autonomously but also as part of a team, with a willingness to contribute to team discussions.
  - You will have some experience of working on projects that bring together different disciplines and stakeholders.
- IT:
  - You will be a confident IT user, proficient in all MS Office applications and familiar with CRM systems.

We will offer opportunities to continuously develop your skills and knowledge and provide for career development within Design South East.

### **How to apply**

Please send the following to Ahmed: [ahmed@designsoutheast.org](mailto:ahmed@designsoutheast.org)

- a cover letter explaining why you are perfect for this role
- an up-to-date CV (max 2 pages of A4).

The deadline for applications is 12:00 noon on Monday 8 January 2024. Interviews will be held on Friday 19<sup>th</sup> January 2024. If, having read this pack, you require an informal conversation about the role with our Director, Chris Lamb, please email [chris@designsoutheast.org](mailto:chris@designsoutheast.org).

### **Equal opportunities**

DSE is committed to equal opportunities, and we value the diversity of perspectives that people from different backgrounds bring to our work. We positively encourage applications from eligible candidates regardless of age, disability, gender identification, ethnicity, marital status, pregnancy and maternity, race, religion or belief or sexual orientation.

### **Feedback**

DSE is a very busy organisation and we cannot guarantee to give individual feedback on all unsuccessful applications.