

BENNETTS ASSOCIATES

Job Title	Studio Manager
Location	Manchester
Contract	Permanent

Role

This is a varied, wide reaching role, covering the full administrative function of the Manchester studio, including office management, full project administration support, business development and marketing activities, and becoming an integral part of the practice's Sustainability Team, taking the lead in driving change across our practice operations to help meet our ambitious sustainability and B Corp targets.

As well being able to demonstrate sound administrative skills and attention to detail in the day to day administration of the Manchester studio and its staff, we are looking for an ambitious and talented candidate with a passion for sustainability.

The successful candidate will become one of our office "B Keepers", helping to maintain and improve our B Corp assessment with a particular focus on environmental aspects. This will involve working with our Sustainability Team to develop existing and new policies and engage with staff to ensure we work towards a shared goal to minimise the practice's environmental impacts.

We see huge opportunities for progression within the role, both through developing our internal practices and operations, but also through business development opportunities in the wider built environment networks.

Essential Qualities and Skills:

- Proven track record of sound administrative skills
- Attention to detail and systematic thinking
- A passion for sustainability and Climate Change in particular
- Ambition and self-motivation to help us achieve our aspirational targets
- Proficiency in MS Office and InDesign

Other beneficial Skills:

- Experience within the built environment
- Experience of using Sharepoint
- Experience of using Conceptboard
- Use of external extranets (eg ASite, 4-Projects, etc)

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Benefits & Culture

- Workplace pension including employer contributions
- 28 days annual leave, increasing to 33 days for long term service (including bank holidays)
- Full office closure over Christmas period
- Flexible working policy
- Smart working policy for home/remote working
- Enhanced Maternity, Paternity and Shared Parental Leave pay
- Life Insurance cover
- Occupational sick pay
- Employee Assistance Plan and office wellbeing initiatives
- Climate perks travel policy
- Travel season ticket policy
- Annual flu immunisation
- Eyecare vouchers
- Cycle to work scheme
- Access to additional benefits via B Corp and Smart Pension memberships

How to apply

- Please apply by email only - attaching your
 - CV
 - cover letter (include your current notice period)
 - sample portfolio as PDFs
- Your cover letter should explain the reason for applying to work at Bennetts Associates, and where you heard about the position
- Email subject should read:
 - Your name
 - Studio Manager Manchester
- Applications should be sent to recruitment@bennettsassociates.com
- Attachments should not exceed 10MB.
- In addition to the above requirements, we invite you to take part in our Job Application Diversity Survey. This is completely anonymous and will not influence your application, but we would request that all applicants complete it to support us in continual improvements to embedding EDI principles within our recruitment process. ([Diversity Survey link](#))

Please note we are unable to accept postal applications and website links to online CV's.

Deadline for applications: Friday 19th August 2022. We look forward to hearing from you

Due to the expected high volume of applicants, we regret we will only be contacting shortlisted applicants.

