

## JOB DESCRIPTION

### JOB TITLE

OFFICE AND MARKETING CO-ORDINATOR

### WORKING HOURS

24 hours per week, with core days to be discussed.

### SALARY

£26,000.00 pa. (FTE)

### OFFICE AND MARKETING CO-ORDINATOR

As a strong communicator and collaborator you will play a key role in the ensuring all of our external communication is visual engaging and represents our practice's values to a high level of quality. Reporting to the Operations Manager and the Director, you will lead on creating new marketing strategies and help generate content for the practice across a range of platforms and promotional material; including management of our web site, social media accounts and contact database. Additionally, you will also assist the studio team with project, practice and business development related tasks.

### MAIN DUTIES (not exhaustive)

#### MARKETING & PR

- Being the first point of connect with our PR consultants and press enquires.
- Ensuring efficient communication between SWA and PR Consultants and be responsible for following up on actions throughout the month, updating minutes and arranging meetings.
- Lead on updating the practice's social media channels and creating content for posts.
- Driving content development and creating copy for the practice's web site and quarterly newsletter, ensuring input from wider team.
- Organising awards submissions and project presentations by liaising with organisers and coordinating input from others.
- Devising long and short-term social media campaigns and organising team input.
- Alongside the Director and the Operations Manager, help to develop marketing strategies in line with the practice business plan.
- Alongside the Operations Manager, help ensure new communication systems and protocols are adapted and used correctly.

#### NEW BUSINESS SUPPORT

- Assisting others to research new business opportunities and align with practice templates and documents.
- Formatting of templates and documents to assist with ITT responses and presentations.
- Organising staff photos and ensuring staff CVs are up to date.

- Assisting the team with editing photos and promotional images for bids and practice portfolio.

## VISUAL DESIGN

- Creating and developing proposal documents, marketing brochures and presentations.
- Supporting members of the team with generating internal and external communication documents.
- Ensuring office, project and new business templates are up to date and formatted correctly within the SWA brand identity.
- Ensuring cohesion and quality consistency across documents and the server.

## OFFICE ADMIN

- Front of house, meeting and greeting clients and visitors.
- Answer the phone, fielding cold callers, general enquiries etc.
- Manage the company's mail@ account: fielding correspondence to the correct recipients, responding to project requests, lecture requests etc.
- Managing petty cash, sorting incoming and outgoing post.
- Ordering stationery, sorting housekeeping supplies and managing office equipment.
- Assist in organising studio lunches, internal events and celebrations, CPDs, talks and public events and exhibitions.
- Assisting the Operations Manager on ISO 9001 related admin (eg. Updating IT and Office manuals etc).

## OTHER DUTIES

### SUPPORTING PRACTICE INITIATIVES

- Contributing to and supporting the various practice committees and organisations with ongoing tasks and development.
- Leading on creating graphic content required for resources and documents.
- Organising and contributing to in-house workshops and events.

## ESSENTIAL SKILLS AND EXPERIENCE

- At least 2 years experience within a working environment. Previous architectural practice experience preferred but not essential.
- Proficiency with the MS Office suite (Word, Excel and Outlook).
- Strong Adobe Creative Suite skills (InDesign and Photoshop).
- Excellent communicator, with strong written and verbal communication skills.
- Strong time management skills with the ability to work under pressure and to deadlines.
- Attention to detail and quality.
- Knowledge and familiarity with a range of social media tools.
- Pro-active and intuitive with proven ability to work as an individual or as a team.
- The ability to think ahead, anticipating problems and opportunities and finding solutions.

## Sarah Wigglesworth Architects

- Visual awareness and design skills.
- Well organised and self-motivated with a 'can do' attitude.
- An interest in sustainability and respect for the environment

## Equal Opportunities Monitoring Form

Sarah Wigglesworth Architects are committed to being an equal opportunity employer and promote a diverse and inclusive community.

We ask you to help us monitor and achieve this by completing this form along with your CV and/or application. The information you provide is used for no other purpose and will be treated as confidential. This form will be separated from your application upon receipt and will not be seen by anyone involved in the recruitment process.

Job role you are applying for: .....

1. How did you hear about this post? .....

2. What is your nationality? .....

3. Which gender do you identify with?

<input type="checkbox"/> Man	<input type="checkbox"/> Transgender
<input type="checkbox"/> Woman	<input type="checkbox"/> Non-binary
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Intersex
<input type="checkbox"/> Other preferred description.....	

4. Do you consider your identity to be different from your registered sex at birth?

<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Prefer not to say

5. Which age category are you in?

<input type="checkbox"/> 16-24	<input type="checkbox"/> 55-64
<input type="checkbox"/> 25-34	<input type="checkbox"/> 65+
<input type="checkbox"/> 35-44	<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> 45-54	

**6. Do you consider yourself to have a disability according to the definition in the Equality Act 2010?**

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
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The Equality Act defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person's ability to carry out normal day-to-day activities. If you have a condition which fits the definition, please tick 'Yes' even if you are not limited by your condition.

**7. What is your Ethnic Group? Please choose one option that best describes your ethnic background**

<b>Asian or Asian British</b> <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background	<b>Black or Black British</b> <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black/Caribbean/African background
<b>Mixed/Multiple ethnic group</b> <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed/Multiple ethnic background	<b>White</b> <input type="checkbox"/> English/Welsh/Scottish/Northern Irish <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background
<b>Other ethnic group</b> <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic background	<input type="checkbox"/> Prefer not to say

**8. What is your religion or belief?**

<input type="checkbox"/> Buddhist <input type="checkbox"/> Christian (all denominations) <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> No religion or belief / Atheist <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Not sure <input type="checkbox"/> Any other religion or belief .....
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**9. What is your sexual orientation?**

<input type="checkbox"/> Lesbian	<input type="checkbox"/> Questioning
<input type="checkbox"/> Gay	<input type="checkbox"/> Intersex
<input type="checkbox"/> Bisexual	<input type="checkbox"/> Allies
<input type="checkbox"/> Queer	<input type="checkbox"/> Asexual
<input type="checkbox"/> Heterosexual/straight	<input type="checkbox"/> Pansexual
<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Other .....

**10. Do you have responsibility for dependants? (Dependants relates to children, or elderly or other person for whom you are the main carer.)**

<input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> Prefer not to say

**11. What type of school did you mainly attend between the ages between the ages 11 and 16?**

<input type="checkbox"/> UK state run or funded school (selective on academic, faith or other grounds)
<input type="checkbox"/> UK state run or funded school (non-selective)
<input type="checkbox"/> UK independent/fee-paying school (bursary)
<input type="checkbox"/> UK independent/ fee-paying school (no bursary)
<input type="checkbox"/> Attended school outside of the UK
<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Don't know
<input type="checkbox"/> Other .....

**12. What is the highest level of qualifications achieved by either of your parent(s) or guardian(s) by the time you were 18?**

<input type="checkbox"/> At least one has a degree level qualification
<input type="checkbox"/> Qualifications below degree level
<input type="checkbox"/> No formal qualifications
<input type="checkbox"/> Don't know
<input type="checkbox"/> Not applicable
<input type="checkbox"/> Prefer not to say
<input type="checkbox"/> Other.....

## Data Protection Statement

Thank you for completing this short form. SWA uses this information to review compliance with its policies on equal opportunity in relation to recruitment. We will treat all personal information in line with current data protection legislation and our data protection policy. For more information on how we use the information you have provided, please see our privacy notice on our website or contact us at [mail@swarch.co.uk](mailto:mail@swarch.co.uk)

In order for us to process this information and to comply with data protection legislation, we require your consent. Your job application is not dependent on your giving consent to our processing of this data. Including your signature below will signify your consent to our processing of this information.

Once you have given consent, you may withdraw it at any time by contacting us at [mail@swarch.co.uk](mailto:mail@swarch.co.uk)

Applicant Signature: .....

Date: .....