



Site Management Assistant

Job description

Time commitment 4 days a week

Salary £27,352 - £29,000 (FTE) dependant on experience

Reporting to Community Build Manager (Overall Site Manager)

Applications due Sunday 2nd June, at 11:59pm

Working hours 8 hour day (start times dependent on need)

Start and End Date 6 month position starting from June (likely to extend to a year)

We strongly support and encourage women to gain confidence in the construction industry and therefore encourage women who have an interest in growing their skills on site to apply for this role.

How to apply Email your CV and cover letter (1 A4 page) to alice@globalgeneration.org.uk explaining why you are interested in this role and what you can bring to the project. Please also include a completed copy of our equal opportunities monitoring form which you can download from our Jobs and Volunteering page. This role will be subject to an interview with our Community Build Manager.

Job Purpose and Overview

Global Generation has a history of bringing together local communities, children, young people, business and construction companies to build unique gardens. Our builds push the boundaries of 'sustainable building' and offer a distinctive design ethos that explores building collectively using a mix of circular-economy sourced recycled materials and locally sourced natural materials.

The build of our new and first permanent garden will begin this Spring 2024. We will be building this with support from Pro-Bono contractors, volunteers and young trainees. In order to build our own sites we manage our own sites. We are looking for a site management assistant to support our Community Build Manager in the running of the site and overall construction management for the site. The role will be to support the day to day running of the site, ensuring the site is kept clean and tidy and to support both administrative and practical tasks. Whilst some site management and construction health and safety experience is preferred this role would also be seen as a training opportunity.

Main Duties and Responsibilities

- Organising logistics on site
- Ordering and managing deliveries of materials
- Keeping the site clean and tidy
- Helping with practical build jobs on site
- Acquiring and tracking circular economy materials
- Organising & advising site personnel
- Helping organise and facilitate community build and volunteer days

Skills and Experience

- Some experience in site management
- CSCS card (Desirable)
- Interest in natural building
- Keen to learn new skills and interact with the public
- A love of working outdoors
- Interest in hands on work
- Ability to work as a team
- Excellent time management and organisational skill
- Ability to complete manual tasks
- Ability to coordinate construction activities

Skills you will acquire

- Construction & Site Management
- Natural build skills
- Site logistics
- Gain confidence in the delivery of volunteer workshops
- Gain on site skills & experience including general carpentry skills.

For more information about The Triangle Site and our build please see the link to our website.

<https://www.globalgeneration.org.uk/our-gardens/triangle-site>

