Icecream architecture

Contract : Project Manager / Project Assistant

Closing Date 18/12/2020

Salary: in the region of £19 - £25k *dependent on experience*

Location: Glasgow City Centre / Cove / Remote Working

(potential work across Scotland, UK and Ireland)

About you

You are up for the challenge.

You are an advocate of community centred design and development. You are used to working with multidisciplinary teams to develop design solutions across multiple organisations and groups. You will have a proven track record in using design and research insights to inspire and instigate on the ground solutions. You are confident at leading projects and dealing with challenges that are unfamiliar, drawing on your experience to find a way forward. An effective communicator, you are happy presenting and sharing ideas with a variety of audiences.

You will have worked with internal, client and third-party teams and ideally, have some experience working within, or with one or more of the following;

design disciplines, planning, public bodies, enterprise and most importantly community groups. Evidence of self instigated projects would support your application.

It is expected that you are confident working across multiple projects and inspired by working with creative minds in a collaborative environment.

What you will do

- Lead projects and see them through to conclusion
- Undertake stakeholder and user research
- Take research insights and turn them into design recommendations
- Lead communications across traditional and digital media
- Design and facilitate workshops
- Think and work strategically with an understanding of how design thinking is applied to business, community and space

- Keep up to date on industry best practice and trends
- Help clients to set and measure success criteria and KPI's
- Articulate your findings in a format appropriate for the audience
- Actively manage clients and stakeholders, reporting back on progress and new opportunities
- Collaborate with multidisciplinary teams to manage project scope, budget and risks
- Support management team in securing additional clients and contracts

Experience Desired

You have a minimum of 1 years experience working within an organisation or self employed within any relevant field.

You have demonstrable experience of leading projects and managing stakeholders and can show a good understanding of both research and design.

You must show a strong capacity for the presentation of ideas in both written and visualisations, preferably working with Adobe suite.

Experience of securing funding would be beneficial but more importantly you will want to learn and grow with the business.

You are willing to travel and work on projects throughout Scotland and potentially further.

What to do next

Please send your CV and (a link to your) portfolio to opportunities@icecreamarchitecture.com with a short cover note telling us why icecream architecture sounds like the kind of place you'd like to join.