

Icecream architecture

Contract : Account Manager / Administrator

Closing Date 18/12/2020

Job Description

Contract : Account Manager / Administrator

Salary: in the region of £20 - £25k *dependent on experience*

Location: Glasgow City Centre //Remote working predominantly (*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 manage projects to successful outcomes.

You will be working on a large scale multifaceted project that will require you to keep track and manage multiple work streams including digital development , training deployment, participant management and training team management. The role will include monitoring and tracking of training courses across 6 counties in Ireland with over 900 participants.

You will have a strong organised approach to managing a project, leading on the management of deadlines, documents , meetings and scheduling of events and tasks. Acting as a key point of contact for clients and ensuring the correct internal team members are provided with relevant information. You will be a whizz with online project management tools and be proficient in setting these up and managing them for projects of significant complexity and scale.

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, manage budgets and maintain project progress
- Maintain project reporting and administration
- Support communications across traditional and digital media
- 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 3 years experience working within an organisation or self employed within any relevant position.

You have demonstrable experience of leading projects and managing stakeholders.

You will have an understanding of Design Thinking

You must show a strong capacity for project management and administration.

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 Ireland 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.