

OCTOBER 2022

SITE ASSISTANT PART-TIME, 20 HOURS PW



ROLE: SITE ASSISTANT (20 HOURS PER WEEK)
REPORTING TO: PROJECT COORDINATOR
LOCATION: WESTSON SUPER MARE
SALARY: £10.90 PH (UK LIVING WAGE)

MEANWHILE SPACE RECRUITING

VISIT [MEANWHILESPACE.COM/CAREERS](https://meanwhilespace.com/careers) FOR MORE INFO

WHO WE ARE...

Meanwhile Space CIC is the pioneering social enterprise at the forefront of Meanwhile uses, creating vibrant communities by bringing temporarily redundant space into productive use.

Meanwhile Space unlocks underused space for the benefit of community cohesion, placemaking and enterprise. This is typified by finding wasted space, transforming unloved visible, interesting, dilapidated, difficult buildings, into something useful.

People starting out struggle to find space to start and grow their creative or social enterprise. Meanwhile Space brings vacant assets into use for affordable and easy access space for startup enterprises, communities, and better places. In 2021 Meanwhile Space has a company turnover of £1.2m and is currently operating a total of 110,000 ft², with 160 tenants, in 24 Meanwhile Spaces. Over 85% of the tenants in our projects live in the local area, and we have worked with 14 London Boroughs, primarily in outer London.

As part of our forward-thinking and creative organisation, our team thrives through a culture of independence, trust and agility. We are design-led risk takers who love to adapt & move fast and use our experience and expertise to bring ideas to life - and we are all driven by our passion for the work we do to enhance and help the communities around us.

OUR VALUES

We live and breathe these in our every day lives and this can guide our decision making...

We like to try new ways of doing things

We are prepared to be bold and take risks

We are able to adapt our approach quickly

We're up for the challenge



THE ROLE & OPPORTUNITY

We are looking for brilliant Site Assistants to support our team in the day to day running of We Are Super, a new workspace at the Sovereign in Weston-super-Mare, North Somerset. The innovative use of formerly vacant retail units at a shopping centre is an exciting way of shaping change in Weston's town centre, and creating new opportunities to work flexibly and alongside other small businesses.

The coworking space is opening its doors for businesses and events from the start of October to make use of offices, coworking desks and event spaces / meeting rooms.

We're aiming to create a thriving hub for Weston's enterprise community at the heart of town. The Site Assistant will be on site to fulfil receptionist duties, as well as liaise with and onboard new tenants, manage event bookings and promote the spaces to the local community. This would suit someone who has worked in a customer-facing environment, who is looking for work, through the early months of this new project.





WHAT YOU'LL BE DOING...

- Be an on-site **receptionist**, helping tenants, desk users and visitors with any enquiries
- Managing the We Are Super email addresses and answering or forwarding any queries
- Managing the **events and desk booking system**
- Conducting **on-site viewings**, signing licence agreements and providing space inductions for hirers and tenants
- Ensuring that the space is kept tidy
- **Promoting the space**, approaching local individuals and organisations
- Supporting with **social media content** creation and management. Ensure websites and social media are updated regularly, including content for regular newsletters as directed.
- Maintaining efficient and effective administrative systems, including Salesforce CRM, online filing and record keeping
- Supporting the team with **facility management**, getting quotes and overseeing contractors
- **Produce reports**, documents and promotional material, as directed.
- Support the Operations team in the collection of sales and expenditure information, business rates invoices, service providers' invoices and receipts.
- Document and assist in the **evaluation of projects**, including collection of impact assessment data and applications for recognition awards, as directed.
- Offering additional **support for events**; set-up and any on-the-day management

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation, in line with the vision, mission and values of Meanwhile Space.

WHAT YOU'LL BRING TO THE TABLE...

- A passion for social enterprise and community-led projects
- Knowledge of Weston-super-Mare & the surrounding areas of North Somerset
- Located in WSM or vicinity as this is an on-site based role
- Experience in a customer-facing role
- Enthusiasm, professionalism & super communication skills
- Superb organisational skills
- Tons of initiative
- Natural team playing approach to work, happy to help
- You will need to have proof of right to work in the UK

GET IN TOUCH...

WE WANT TO HEAR FROM YOU IF THIS ROLE EXCITES YOU!

**PLEASE SEND YOUR CV AND A COVER LETTER TO
HIRING@MEANWHILESPACE.COM**

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Meanwhile Space is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or sexual orientation.



EMILY BERWYN
EXECUTIVE DIRECTOR



EDDIE BRIDGEMAN
EXECUTIVE DIRECTOR



LOUISE BROOKS
PROJECT DIRECTOR