

JANUARY 2022

# PROJECT ASSISTANT



**ROLE: PROJECT ASSISTANT**  
**REPORTING TO: PROJECT MANAGER**  
**LOCATION: ROTHERHITHE / REMOTE HYBRID**  
**SALARY: £21K**

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**MEANWHILE SPACE RECRUITING**

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

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# 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 ft<sup>2</sup>, 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 a new member to our busy projects team, who will support our managers in designing, developing and delivering Meanwhile use projects and services. This is a fantastic entry level role into our organisation that will provide the bedrock of experience needed to progress through the team. You will be on site as well as in our office, often traveling to multiple sites to assist with the plans to launch our new projects.

This would suit someone who has a keen interest in regeneration or urban planning, a super opportunity to be very hands on with the creation of newly regenerated spaces, and learn a vast amount about our industry. You'll get on-the-job mentoring which will set you up for future positions.

## WHAT YOU'LL BE DOING...

- **Assisting** in the day-to-day management of our sites and new project development. Working on location on average 50% of the week, throughout London responding to the demands of our multiple projects.
- **Supporting** the projects team to deliver the objectives of each project, including **promotion and marketing** of the spaces, recruitment of tenants, tenant management and facilities management of the sites.
- **Social media content creation** and management across all Meanwhile Space projects. Ensuring websites and social media are updated regularly, including content for regular newsletters as directed, working with the Marketing Manager
- Maintain efficient and **effective administrative systems**, including Salesforce CRM, online filing and record keeping.
- Assist in the **coordination and delivery of workshops** and engagement events, as directed.
- **Produce reports**, documents and promotional material for the team, 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.
- **Be the point of contact** for general enquiries and respond to requests for information from tenants, members of the public and others.



- **Build and maintain relationships** within the Meanwhile field and in core project delivery locations.

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
- Some experience in PR and communications, regeneration, or urban design
- Enthusiasm, professionalism & super communication skills
- Superb organisational skills, getting stuff done, whilst juggling multiple projects
- Excellent judgement when using social media
- Ability to build rapport with a range of audiences
- Tons of initiative
- Natural team playing approach to work, happy to help

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# WHAT YOU'LL GET FROM WORKING AT MEANWHILE SPACE...



- A very positive and cultivating working culture
- Care & investment in your career at Meanwhile Space and how you progress
- Autonomy over your work, and independence
- The chance to make a real impact on the society you live in and bring huge benefits to wider communities
- Flexible working pattern - with a hybrid of office, on-site and remote working
- Working in our amazing 'The Hithe' shared office space, with hot desking & full facilities
- 22 days holiday (+ bank holidays), increasing by 1 day every year after 2 years
- Employee Assistance Program
- Monthly team-building lunches
- Well-being program built to support you in the workplace

**"WE HAVE A REALLY STRONG & SUPPORTIVE WORKPLACE CULTURE, ALLOWING OUR INDIVIDUALS TO THRIVE AND HAVE A SUPER WORK/LIFE BALANCE"**

**LOUISE, PROJECT DIRECTOR**

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# 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