

Programme Manager, New London Architecture (NLA)
Salary – £26,000-28,000

[New London Architecture \(NLA\)](#) is London's independent centre for debate, discussion and information about the future shape of the capital.

Our busy year-round programme of events, exhibitions, publications and research addresses the key issues affecting the city's built environment and drives the debate about its future. We provide a platform for our broad network of professionals, politicians and the public to meet, share knowledge and shape a better city. We're London's greatest advocates, sharing our passion and knowledge about the capital.

Our fast-growing membership of over 500 organisations spans both the public and private sector, including architects and designers, developers, engineers, planners, agents, public sector bodies and product manufacturers.

We are based in The Building Centre, WC1, where our giant interactive model of central London is free to visit six days a week.

The role

NLA is looking for a Programme Manager to provide a critical level of support to the Head of Programming on three of NLA's highest profile conference programmes (the [London Real Estate Forum](#), [London at MIPIM](#) and [London at MIPIM UK](#)) as well as supporting the NLA Programme Curators with key elements of our year-round programme of over 150 events, awards, exhibitions and research every year.

The role involves managing all programme outputs for three major conference programmes that we deliver for a series of major industry shows each year, working closely with the Head of Programming and our client Pipers Events. You will work with a large number of important high profile clients, partners and contacts of the business on a regular basis, producing a varied and rigorous conference programme which reflects NLA's values, showcases best practice for development in London and brings the industry together to discuss major issues for London's built environment.

You will be involved in key meetings with sponsors and partners; the management of all speaker invitations and communications; drafting of marketing content for online and printed communications; and communicating progress internally and to our client Pipers Events in a timely and concise way.

The role will also involve taking on a small role in helping to deliver part of the wider NLA programme, which is broken down thematically.

Working environment

We are a small, hard-working and sociable team based in central London, in offices immediately above our exhibition galleries at The Building Centre.

Many of NLA's events are hosted in the early mornings or into the evenings, so the ability to be flexible around early starts and late finishes is essential.

What we are looking for

The role involves juggling a large number of different requirements from partners, sponsors and key contacts; precision and great attention to detail; and exceptional communication and time management skills. You will be a self-starter with an interest in the key issues influencing London's development and investment industries, as well as in London and its built environment more generally.

Skills

- Appropriate education and academic achievements, with an interest in London's built environment
- Demonstrable success in a role requiring high levels of organisation
- Clear and effective verbal skills including an excellent telephone manner
- Clear grasp of the English language, using this to write clearly, concisely and professionally
- Ability to take initiative, recognise and prioritise the tasks that need to be carried out
- A basic knowledge of presentation software including PowerPoint and Adobe

The Pipers Group

NLA is part of the Pipers group of independent businesses, that are world leaders in communicating change and championing best practice in the built environment.

All the businesses in the group share a common purpose to help shape better cities. A set of clear core values underpins and guides all businesses within the group:

Informed

Knowledge and understanding are central to everything we do. We know our business and our industry and have occupied a central position within London's built environment for many years. By listening and seeking to understand we continually build on our knowledge – allowing us to innovate, stay relevant and make an impact.

Open

By collaborating we create our best work – be that with each other, clients or partners - and are always open to new ideas, ways of working and partnerships. We build relationships that last through always being transparent and fair.

Progressive

We have a culture of learning and development and build teams of people who push boundaries and continually challenge how we can improve. We are creative and entrepreneurial and if the industry needs something new, or what exists is not good enough, we address it. We take a long-term view and take the same care with our people as we do with our work and everyone we work with.

Rigorous

We love what we do, take pride in our work and continually strive for excellence. We are doers and creators – we act, make things happen, deliver and never cut corners.



**NEW LONDON
ARCHITECTURE**

Holiday is 31 days per year including Bank Holidays and three days between Christmas and New Year. The normal working week is 40 hours, Monday to Friday.

To apply, please send your CV and a covering letter to Danielle Rowland, HR Director danielle.rowland@newlondonarchitecture.org by **Friday 15 June**.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age