

## **Working for Design South East**

### **Why are we hiring?**

We are building a network of support for local authorities, developers and designers across London and the South East of England. Unprecedented housing growth is creating new issues for our cities, towns and villages; densification of traditional centres, urban extensions into the greenbelt, new garden villages. That is where DSE comes in. We provide cost-effective, accessible expertise to bring practical solutions to design challenges. As more and more hard-pressed local authorities get to know how our help can transform the way they deal with design in the planning system, we need to grow our team.

### **Who are we?**

We are an independent charity dedicated to improving the quality of design in the built environment. We have a small staff team of design professionals and project managers. We work in a highly mobile way with two hubs in London and Kent but mainly out in the field, building relationships with local authorities, facilitating advice services and learning events.

We are the fastest-growing design advice organisation in the country, working with planning authorities, design professionals, land owners, developers and local communities. We work in London, the South East and the East of England. We are constantly evolving the ways we advise and support local authorities, developers and designers. We do not compete directly with consultancy firms as we provide a different type of advice; accessible, bite-size, often acting as a 'clients friend' at the early stage of projects.

We work with a network of around 200 leading experts from various built environment disciplines who form our expert panel. They are a fascinating group often the top designers and thinkers in their fields. We harness their energy and goodwill and direct it to the knotty problems of growth and place-making that many communities are facing. Our work encompasses the full range of development projects from complex, high density mixed-use schemes, to new settlements, public buildings and single private houses.

More information can be found at [designsoutheast.org](http://designsoutheast.org)

To deal with today's design challenges we offer a range of design services;

### **Design review**

Design review is currently the biggest part of our work. Our main design review panel reviews new developments throughout London, the South East and the East of England. We see all types of schemes including complex high-density mixed-use urban developments, lower density urban extensions, new settlements and single private houses. Our design reviews can also cover some unusual buildings like lifeboat stations, war memorials and football stadiums. We also manage a number of local panels including panels for Brighton and Hove, the London boroughs of Kingston and Sutton, and a number of authorities in Kent, Surrey, Berkshire and Essex.

### **Design support**

Design support includes one-to-one advice on smaller schemes and policy for local authorities, managing architectural competitions, developing design guides, assessing housing schemes against the Building for Life 12 standard.

### **Workshops and charrettes**

An important part of our work is facilitating events that bring together stakeholders and communities to jointly plan the future of a site, district, town or city. These are hands-on events which use interactive exercises, mapping and sketching to analyse places and build a consensus about how they could be improved. Charrettes and workshops will result in a report which might inform planning policy, community action plans or the beginnings of a neighbourhood plan.

### **Training and networking**

We are commissioned by local authorities throughout London and the South East to provide in-house training on design-related issues for elected members and officers. These can include brief sessions with councillors before a planning committee, half-day design training events for up to 50 people and study tours to look at exemplary developments.

*Kent Design* is a unique programme of CPD and networking events which we manage on behalf of the Kent Planning Officers group. Through Kent Design we offer an extensive programme of masterclasses, conferences, round tables, study tours and networking events. Kent Design now has a strong private sector membership which means most of our events involve professionals from different sectors and disciplines. Other groups of local authorities are keen to adopt the Kent Design model and we will be rolling out new CPD programmes over then next year.

### **What is the job like?**

Your workload will be varied. No two days will be the same and you will engage with some of the most exciting, intriguing and challenging projects in the country. You will be working at the interface between public and private sectors and helping us improve the quality of the built environment through the practical application of evidence, knowledge and best practice. Sometimes you will be working with other staff team members, sometimes with expert panel members, sometimes on your own. You will be supported by the management and admin teams but will need to act on your own initiative and be self-servicing.

## **Now hiring: Training manager**

April 2019

### **What is the job?**

We are looking for a new member of the team to manage our programmes of training and networking events. You will be responsible for managing our training contracts and for planning and programming the content of our training and networking events, working closely with our clients, other members of the Design South East team and drawing on the expertise in the Design South East expert panel. You will have the support of our events management team who will be responsible for the practical delivery of events.

The purpose of this role is to research, develop, plan and programme our events across our training and networking programmes. You will work closely with our clients and with other members of the team, responding to demand for the knowledge and skills the public and private sectors need to plan for and deliver design quality.

### **Your responsibilities:**

#### **Event development and programming**

- Working with clients to understand target audiences and identify learning outcomes
- Researching and developing events to deliver the required outcomes
- Producing event plans and identifying speakers and facilitators
- Providing written briefings for all speakers and facilitators and if necessary, briefing them verbally.
- Developing our feedback and evaluation systems for events, planning and overseeing the evaluation of events
- Briefing and working closely with the event management team
- Attending and where appropriate facilitating events
- Documenting events for publication on our website and/or distribution to delegates
- Producing delegate learning packs

#### **Managing and developing our annual contracts and long-term programmes**

- Liaising with the design advisor responsible to ensure that the advice and training elements of contracts are complementary
- Working closely and collaboratively with the client bodies
- Liaising with public and private sector members to define training needs
- Developing annual programmes of events

#### **Bespoke training programmes**

- Working closely with clients to define training needs and learning outcomes
- Researching, developing and programming bespoke events and event programmes to address these needs and deliver the required outcomes

### **Managing and developing our stakeholder events**

- Working with the Director and Head of Design Advice to identify topics for stakeholder events
- Developing a number of events to promote debates and dialogue with stakeholders and share our knowledge

### **Other duties**

- Drafting content for DSE communications
- Attending and contributing to DSE team meetings
- Keeping records of activities in accordance with DSE systems
- Any other reasonable duties as required by your manager

### **What we are looking for**

You may be a training or events manager who has worked with built environment professionals or just have a keen interest in design, the built environment and the future of our cities, towns and villages. You may be a built environment professional who has gained experience of running learning and networking events through their firm or professional body. Maybe you want to take a break from your core profession, widen your range of experience and build your knowledge and networks.

Ideally you are used to working on project that bring together different disciplines and thrive on the occasional uncertainty that comes with being part of a fast-growing organisation. You will have the support of our events team to book venues, confirm speakers and travel arrangements, catering, AV and photographers, however we do not have loads of admin staff or a huge IT or HR department; you will need to be self-servicing and ready to solve problems in the field.

You will be committed to helping to influence the quality of our built environment. You will be highly motivated and have the aptitude, knowledge and skills to shape our events programme.

You will need to show us that you have the following qualities:

- Proven experience developing and managing learning events and programmes
- A demonstrable commitment to raising the quality of the built environment
- A good understanding of the built environment sector and in particular the challenges of delivering good design in London and the South East
- Strong written communication skills including report writing
- Excellent facilitation and verbal communication skills

We work throughout London, the South and the East of England and so willingness to travel is essential. Occasional weekend and evening work may be required.

**Terms**

The post is offered as a full-time permanent contract

Reporting to: Head of Design Advice

Salary: 34,000-38,000 per annum

Leave: 25 days annual leave pro-rata plus statutory holidays

**How to apply**

To apply please email a CV and a supporting statement clearly demonstrating your suitability for the role to [david@designsoutheast.org](mailto:david@designsoutheast.org)

Closing date and time for applications: 12.00 noon 1<sup>st</sup> April 2019

Interviews are scheduled for Tuesday 9<sup>th</sup> April

A written communication exercise will form part of the interview.

For an informal conversation about the role please contact David Tittle, Head of Design Advice. Email [david@designsoutheast.org](mailto:david@designsoutheast.org) or phone on 01634 401166 and request a call back.

**Equal Opportunity**

Design South East is committed to provide equal opportunities for all. Applications are welcomed from all sections of the community. Appointments are made on merit with independent assessments, openness and transparency of process.

**Feedback**

DSE is a very busy organisation and providing individual feedback to unsuccessful candidates is quite time consuming. While we will do our best to respond to requests for feedback we cannot guarantee to do so.