



Job Title

Project Manager – CIRCuIT Programme

Reports to

The Project Manager reports to the Commercial Manager and Built Environment Lead.

ReLondon Overview

ReLondon was established in 2008 as the London Waste and Recycling Board. Since then, it has helped to provide additional recycling capacity in London; helped boroughs provide efficient waste services; and, against a backdrop of declining recycling rates nationally, helped London maintain its recycling performance. ReLondon works with a multitude of individuals and organisations in London, across the UK and around the world, and has become recognised as a world leader in circular economy thinking and practice.

Our 2020-2025 Business Plan sets out our work programme for the next five years and includes the objective of becoming financially sustainable at the end of this period by generating third party funding and commercial revenue. Our work includes activities developed and delivered in partnership with other organisations to promote circular economy principles and, thereby reduce waste and increase recycling and reduce consumption-based emissions.

Role Overview

The role holder will manage ReLondon's delivery of a collaborative [European funded project, "Circular Construction in Regenerative Cities" or CIRCuIT](#), involving 31 partners across the built environment chain in Copenhagen, Hamburg, the Helsinki Region and London. This project aims to bridge the gap between theory, practice and policy by delivering a series of demonstrations, case studies, events and other dissemination activities that showcase how circular construction approaches can be scaled and replicated across Europe to enable cities to build more sustainably and transition to a circular built environment.

The person will lead and coordinate the activities of all London-based partners (the "London cluster"), and will lead the CIRCuIT project team for ReLondon, managing the input into the project of several other team members. They will be responsible for scoping out the required project activities and liaising with the other partners both in London and across the project consortium.

The post-holder will provide technical steer and support for the communications, events and training activities linked to the project, and for the development of digital tools that will support the scale up of circular construction practices (including, for example, a material exchange portal).

The role holder will also be directly involved in the delivery of some of the project activities, including the development of policy recommendations and case studies and the coordination of nine London-based circular construction demonstrators.

It is expected that the person will have an understanding of the circular economy and have a background in the construction industry or built environment.

Responsibilities and Duties

Main responsibilities

- Manage the ReLondon CIRCuIT project including:
 - Planning the resourcing for the ReLondon project team
 - Tracking and monitoring activities and outputs
 - Line-manage the project co-ordinator
 - Manage the budget
- Manage the CIRCuIT London cluster including:
 - Arranging monthly meetings
 - Representing London in consortium meetings
 - Liaising with the Greater London Authority
 - Co-ordinating the input from London partners
- Contribute technical input across the key themes of:
 - Urban mining and reverse cycles (recycling and reuse)
 - Extending life-cycles through transformation and refurbishment
 - Design for disassembly and flexible construction
- Develop policy recommendations and other city-level instruments including:
 - Procurement criteria
 - Case study library/best practice showcase
 - Roadmaps
- Manage the delivery of the nine London demonstrators including collating data, recording lessons learnt from the project teams writing up findings and business cases.
- Extract general findings and develop recommendations for each key theme
- Provide direction and technical contributions where required to the activities carried out by other members of the team including those related to:
 - The prototyping of a materials exchange portal
 - The development of training courses and e-learning modules
 - A citizen engagement campaign
- Collate London's contribution to the final reports
- Contribute to the delivery of the final report and event for the project

Related activities

- Attend meetings with London and consortium partners, reporting on London's progress and passing on information as required
- Manage procurements related to the delivery of the above tasks, with support of the project coordinator

- Write technical blogs and articles summarising the work
- Support facilitation of and provide technical input to workshops
- Present updates and findings at external events and through webinars
- Support fundraising activities to pursue activities with the construction sector after the end of the CIRCUIT project.

Other Duties

- Represent ReLondon at relevant external committees and working groups
- To undertake such other duties, as may be reasonably required and which are consistent with the general level of responsibility of this job
- Carry out all tasks and allocated work within agreed timescales and budgets
- Support other projects which require similar duties.

Person Specification

Job-related knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Deep understanding of the concepts and application of circular economy within the built environment • Knowledge and understanding of the construction industry <p>Desirable</p> <ul style="list-style-type: none"> • Understanding of London planning policy landscape • Understanding of construction procurement and delivery processes
Skills and Aptitudes	<p>Essential</p> <ul style="list-style-type: none"> • Experience of developing and delivering complex multi-year projects • Teamworking and team management skills and experience of working effectively with multiple external stakeholders to achieve joint objectives • Ability to manage multiple concurrent tasks and to work with cross-departmental teams • Ability to clearly and simply communicate technical information and findings to a wide range of audiences <p>Desirable</p> <ul style="list-style-type: none"> • Experience working on European-funded projects • Experience speaking at industry events and facilitating workshops • Experience developing training materials • Experience of conducting life cycle costing and economic appraisal of buildings • Good connections across built-environment industry in London
Qualifications	No specific qualifications are required for this position.

	Chartered status with a relevant professional body (RIBA, ICE, IStructE, IEMA, CIWM) or equivalent would be highly desirable.
Competencies	<p>Making Effective Decisions</p> <p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. It's about reaching evidence-based conclusions, evaluating options, impacts, risks and solutions and creating a secure culture around the handling of information</p> <p>Collaborating and Partnering</p> <p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside ReLondon, whilst having the confidence to challenge assumptions.</p> <p>Managing a Quality Service</p> <p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse stakeholder needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>Delivering at Pace</p> <p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p>

Benefits

- Grade 7: £49,632 - £54,818 (Appointment expected at bottom of scale)
- Term: Fixed term contract until 30 November 2023
- Hours: Full-time 37 hours per week.
- Voluntary employee's contribution matched by employer up to 4% of salary
- 30 days holiday plus bank holidays pro rata
- Location: The officer will be based at the ReLondon's Offices at The White Collar Factory, 1 Old Street Yard, EC1Y 8AC. Some remote working will be expected. Travel to project partner offices, demonstration sites and events across London and international travel to partner cities (Copenhagen, Hamburg, Helsinki) will be required.