



# Project Administrator

## About us

Populo Living is Newham's housing company; we are wholly owned by the London Borough of Newham. Populo exist to tackle the shortage of homes in the borough and to deliver half of these homes at genuinely affordable levels.

The Populo Group has evolved to become a leading provider of both affordable and build to rent homes. Our profits are recycled back into delivering even more high quality homes for people who want to make Newham home. Having somewhere to call home is fundamental to people's health and wellbeing and is the central pillar of our mission.

The latest phase of London's Olympic Legacy is being delivered in-house by Populo. The Carpenters Estate project is one of London's largest estate regeneration and restoration projects and is located right in the heart of Stratford and the Olympic Park. In December 2021, residents overwhelmingly backed a ground-breaking masterplan for the future of the Estate which was co-designed with Populo. Work on the major regeneration scheme which will create over 2,000 homes, state of the art community facilities and green spaces and 28,000 sqm of commercial space is due to start later this year.

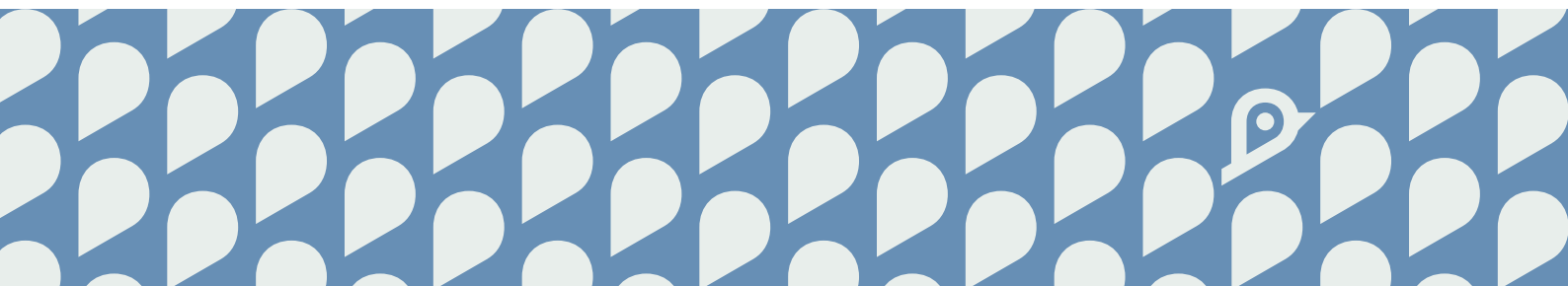
We believe in "Making Newham home". We are designing and building better homes and places that people want to call home. Our high quality, spacious and environmentally friendly developments will become new communities and strengthen existing ones. Whether for private or social rent, residents will enjoy excellent standards of design and attention to detail. Together with our sole shareholder Newham Council, we are focused on the need to deliver for Newham's people. This long-term commitment means that our exceptional customer service and commitment to our tenants is here to stay.

Populo Homes is our registered provider of social housing and is an integral part of the Populo Group. The Group also includes a design and build subsidiary. We are a small dynamic team who have grown quickly and operate in a very collegiate way. We offer an attractive remuneration package including 30 days paid leave, the opportunity for flexible working, paid membership to professional bodies and dedicated personal training and development opportunities. Our board is made up of hands on industry leaders with a wealth of experience from development, housing and central government.

We value our connections to Newham, it is important to us to reflect and understand our Borough and its diverse communities. We are always keen to hear from local people who share our values around diversity and inclusion. We welcome applications from all individuals who can bring skills and importantly, the right attitude for our ambitious team.

## Role overview

The Carpenters Project Administrator will closely work with the Project Director and members of the Carpenters





Team in their day-to-day business and provide support to the development management function of the team.

The Carpenters Estate is one of London's largest regeneration projects located next to the Olympic Park and Westfield Shopping Centre in the heart of Stratford. The proposal is to transform the existing estate and deliver over 2,000 high-quality homes (50% genuinely affordable) and 28,000 sqm of commercial space.

The role is suited to a recent graduate, or someone returning to work or wanting to move into the property or construction industry. This is a fantastic opportunity to join a growing team and gain experience in delivering an exciting and worthwhile project, in partnership with residents.

The role would suit a motivated, bright individual who is well organised with strong IT skills, financial aptitude, a willingness to learn and tackle a variety of tasks.

### **Key responsibilities**

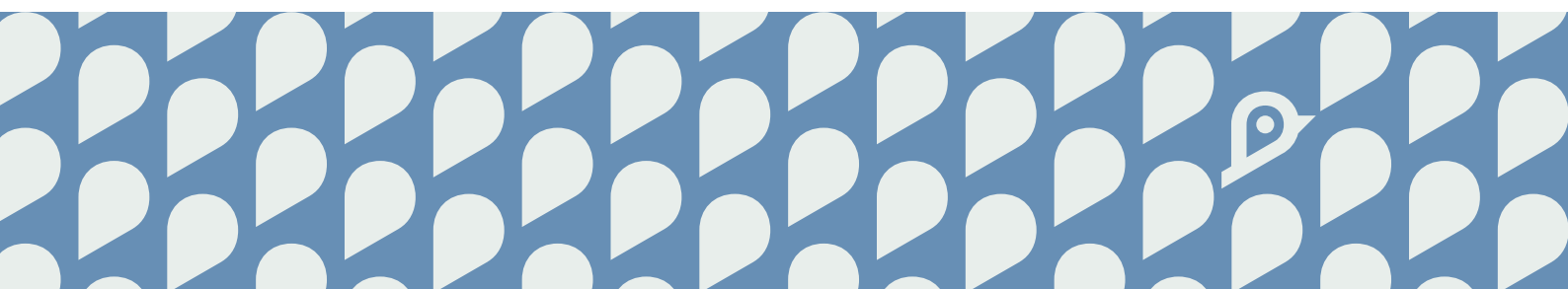
The Carpenters Project Administrator will report to a Senior Development Manager, although it is envisaged that the Carpenters Project Administrator will split their time between the Project Director and Senior Development Managers supporting the whole Carpenters team.

The Project Administrator will be the first point of contact for the Carpenters Team managing the team inbox and fielding queries and support the Project Director providing calendar and diary management. They will be responsible for supporting in the production of team reports, manage and maintain project presentations with up-to-date information and project statistics.

The Project Administrator will be required to set up new suppliers on the system and support in invoice processing and client instruction. They will support the development managers in maintaining and monitoring the budget and drawdown schedules and help process ad-hoc bills and ordering basic supplies, chasing contractors etc.

The Project Administrator will be required to arrange meetings, take minutes for key team meetings and support in the preparation of any papers or reports.

The role will be based in the London office in Stratford with time spent in the Carpenters Engagement hub on the estate giving the individual valuable hands-on experience working closely with the Carpenters Team and local residents





## Skills and experience

- It is desirable that the Project Administrator will be educated to degree level. The ideal candidate will have an interest in housing development and policy, construction, planning, politics and local government.
- The Project Administrator must have excellent working knowledge of Microsoft Office, particularly Excel and Power Point and be able to use online tools, such as web-based portals, to conduct information and data management.
- As a minimum the Project Administrator must have achieved 'B' or above (or its equivalent) in English and Maths at GCSE standard.
- Communication skills, both verbal and written, must also be of a high level to enable effective and professional communication.
- Experience of having worked in an administrative support role previously would be an advantage, but not a requirement.
- Knowledge of minute taking, the ability to record information accurately and quickly will be an advantage.
- Ability to learn new skills and be comfortable with on-line and external working.
- Efficient, highly organised and self-motivated with an ability to prioritise and work to deadlines.
- Strong interpersonal skills, self-confident, focused, resilient and able to think creatively.

## Remuneration

£35,000 - £40,000 per annum together with a benefits package including a generous holiday allowance.

## To apply

If you are interested in being considered for this role please email a CV to Lucy McCutcheon (lucy.mccutcheon@populoliving.co.uk) by 5pm on Friday 18 March 2022.



