

STUDIO MANAGER

Recruitment Pack | November 2020

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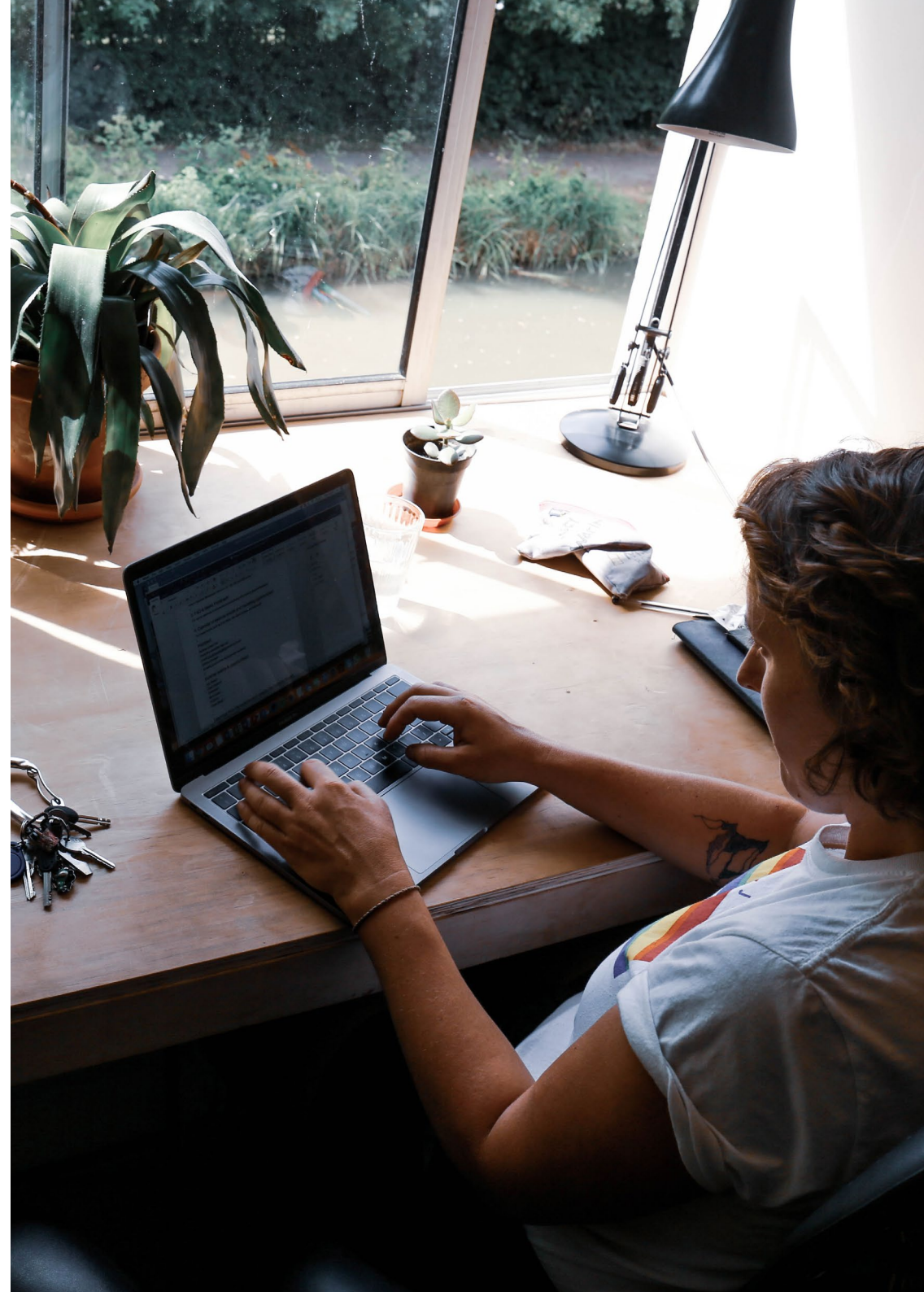


A LITTLE BIT ABOUT US...

Transition by Design (T/D) is an Oxford-based architecture practice. We were founded in 2011, but re-formed into a [workers' co-operative](#) and [community interest company](#) (CIC) in 2015. We currently have seven employees with six of us being voting members.

We offer varied expertise from community-led housing to Passivhaus design, urban design and participatory design. We love working with a range of partners to find the most creative and appropriate solutions.

We regularly work with local clients from councils to community-led housing groups and charities to churches. We centre the voice of our clients and users in our design process and are constantly developing codesign and participatory design techniques which ensure meaningful engagement.





OUR STRATEGY

T/D is a cross-disciplinary design co-operative operating at the junction of architecture, strategic design and social change practice.

Our team builds homes, neighbourhoods and cities for an ecologically sustainable and convivial future.

Our work is motivated by the belief that collaboration combined with good design can solve complex problems and improve the world we live in.

As an interdisciplinary co-operative we have access to a range of skillsets that can unlock solutions to complex problems. We're passionate about using these skills to make the world a better place by design.

Architecture // Community engagement & participatory design // Community-led housing // Cooperating Ecological design // Placemaking, urban design & masterplanning // Research & thought leadership

OUR VALUES

Transition by Design is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse. We are committed to promoting the welfare of children, young people, adults and clients with whom we engage as per our safeguarding policies. We place a high importance on the dignity, respect and wellbeing of our colleagues.

T/D expects all staff to share these commitments. The role holder will undertake the appropriate level of training to ensure they can comply with our code of conduct.

Training on internal communication will be provided so that the role holder can appropriately engage with our decision making processes in the spirit of a co-operative organisation.



ORGANISATIONAL STRUCTURE

As a workers co-operative, T/D is progressive in our approach and organisation as well as our work. After their first year at T/D an employee has an annual review after which they may be invited to become a member of the co-operative. This transition to membership provides the opportunity to be involved in strategic decision-making.

Our Members work collaboratively to progress the coop and the impact of our work. We work with a high level of flexibility and autonomy and members have the opportunity to bring their own skills, interests and projects to our practice.

The canal side studio is based in Makerspace Oxford, just north of Oxford city centre. Makerspace is a truly affordable workspace developed by T/D and forms a community hub for like-minded thinkers, makers and doers.



Makerspace Summer Party 2019



THE ROLE

Transition by Design is recruiting for a Studio Manager to help with the day-to-day running of our busy cooperative architecture and design practice. We're looking for someone to take accountability for our operations and work alongside other members to run an efficient and effective studio. The new Studio Manager will be responsible for the day-to-day bookkeeping and financial management of the coop, for HR and people management, and for providing administrative support to the smooth acquisition and delivery of projects.

In addition to the core role, there are opportunities to play a part in engaging with our network by supporting the delivery of our communications and events, and in new business acquisition by supporting our bid writing and sales efforts. The Studio Manager will be based in our studio in North Oxford and will play a fundamental role in keeping a busy, mostly part-time team, spread across three cities connected and up to speed.

PERSON SPECIFICATION

We need a friendly and proactive individual who feels excited by who we are and what we do. If you're right for the role you'll bring an adaptable approach, able to quickly pick up and improve the ecosystem of online tools we use to collaborate and communicate.

As part of the organisation, you'll be co-responsible for managing the coop, including feeding into strategy work. We need someone who feels comfortable with this responsibility and excited by the chance to join a workers cooperative.

If you're right for us you'll be practiced at managing your own time effectively, and adept at effective prioritisation,

delivering your own work to a high standard as well as feeding into broader co-operative activities.

As someone who will sit at the core of our team, you'll be a good communicator, a strong project manager, and a steady and trusted anchor for the co-operative. Our culture is important to us and we're looking for someone keen to play their part in the ongoing development of our cooperative work place.

We're in a period of growth and this role, a first for us, will be instrumental in helping us streamline our processes in order to deliver more great work. We need someone who is excited by the idea of rising to this challenge and being the glue that holds it all together.



KEY RESPONSIBILITIES

- Day to day management of the office including taking accountability for all operations and administration.
- Assisting with the monthly monitoring of project budgets, resourcing, and timesheet data to ensure the financial health of the coop.
- Assisting with the production of fee proposals, payment schedules, forecasts and accounts.
- Managing regular finance tasks including payroll, invoicing, and bookkeeping.
- Assist other members with diary management
- Coordinate the planning and delivery of regular meetings including weekly, monthly and quarterly meetings, our AGM, and our annual strategy days.
- Managing all incoming calls and emails
- Maintain and review subscriptions, bills and insurance.
- Update and maintain co-operative resources including our contacts database, template library, and presentation materials.





The Irving Building

ADDITIONAL RESPONSIBILITIES

- Supporting the co-operative to meet deadlines by helping to manage suppliers or quality control of documents.
- Assisting in the management of HR processes including training, recruitment, our peer management system, and grievance procedures.
- Assisting in the management of regular external communications including our newsletter and social media channels.
- Supporting all co-operative members to ensure policies and procedures are up to date and in use, and to help us develop new policies where necessary.
- Supporting other co-operative members in new business acquisition including bid writing, engagement with procurement frameworks and responding to Invitations to Tender (ITTs).

SKILLS AND EXPERIENCE

ESSENTIAL SKILLS

- We need someone who has a minimum of 5 years experience in a comparable role and has proven experience in management and holding accountability for areas of work.
- General IT proficiency is required though training will be given on specific platforms. We work across a number of web-based systems; Slack, Notion, Dropbox, G Suite and Xero
- Diligence & attention to detail
- Strong communication skills

DESIRED SKILLS

- Experience working within an architecture or design practice
- A healthy interest in or experience of social or environmental activism
- Experience in needs-based and/or non-violent communication, or a similar approach
- Experience working in or with a cooperative, or other purpose-driven business model.





ADDITIONAL COLLECTIVE RESPONSIBILITIES

- You may be asked to assist in the co-operative's strategic work, as required.
- As a co-operative organisation you may be asked to participate in the wider operations of the co-operative such as in quarterly and annual meetings despite not having voting rights as afforded to members (employees who have been with the co-operative longer than one year).

OTHER INFORMATION

- A peer manager will be assigned as part of the non-hierarchical governance of the co-operative
- Work equipment is provided at the studio, including a laptop and drawing equipment.
- We embrace flexible working hours around the core hours of 10am-4pm.
- Remote working is possible although it will be essential to attend regular team meeting and site visits. All employee details are covered in the Employee Handbook.

HOW TO APPLY

Please get in touch if you are excited by this opportunity to redesign and progress your career in a way that can meet your social and environmental values.

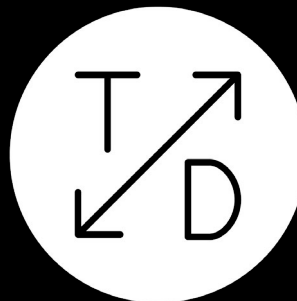
Applications to recruitment@transitionbydesign.org

The deadline for applications is the **Friday 4th December 2020**. Late applications will not be accepted.

In your application please state your availability between **Monday 14th and Friday 22nd 2020** to attend an interview.

Include in your application:

1. A **covering letter** stating your interest in the role, your interest in Transition by Design's unique business model and your interview date availability.
2. Completed **Application form** and optional **Equalities Form** (both in recruitment pack which can all be downloaded [here](#))



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