

## Role Definition

**Job Title:** Awards Coordinator  
**Reporting to:** Marketing Manager and Head of Communications

This role is responsible for the production of digital and 2D award submissions to the highest standard as well as the collection of data for practice surveys. The role demands excellent written and organisational skills, as well as an ability to work accurately under pressure, in a fast-paced environment. A proven interest in architecture and design is desirable.

## Responsibilities

- Coordinating award submissions for projects, buildings and people
- Researching new award programmes to submit our projects for and maintaining a schedule of entries
- Agree award programmes to enter for with Head of Communications
- Updating lists of awards received and liaising with Special Collections Archivist to record certificates and trophies
- Writing copy for award submissions, liaising with the Written Communications Manager and architect/design teams
- Coordinate all award events and dinners including invitations, travel and other organisational details
- Liaise with the Marketing Manager to promote the awards via social media and website
- Assist with the collating of information and data for industry surveys and ranking submissions
- Managing the correct implementation of the Foster + Partners templates and graphic identity for documents created
- Thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute, or otherwise assist, as required
- To contribute and provide general support to the Communications team as required, including administrative assistance where necessary

## Qualities and Skills required

- Able to demonstrate the ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Familiarity with InDesign and Adobe applications desirable
- Interest in architecture-preferably experience of working in an architectural practice
- Fluent (spoken and written) in the English language
- Concentration, accuracy, great attention to detail and a methodical approach to work
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to work under pressure and to tight deadlines while remaining calm and professional at all times
- Able to manage and prioritise duties and time efficiently
- Excellent organisational skills
- Self motivated and able to take responsibility

- Good interpersonal skills and ability to work independently and as part of an effective team
- Able to demonstrate initiative and a proactive approach to daily tasks
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times
- Flexible attitude
- Able to build good relationships at all levels, internally and externally

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

September 2018