

AbilityRE

Working together with you to drive ability inclusion
in Real Estate and the Built Environment

September 2022

www.abilityre.co.uk

AbilityRE C.I.C is a registered Community Interest Company, Registered No. 14271708

Events Lead

If you are interested in this role, please send us your CV with a short paragraph explaining why you feel you would be good for the role, and why you are interested in joining AbilityRE

Ability_RE@outlook.com

AbilityRE are seeking an Events Lead to join the Executive Committee.

The events lead will be responsible for:

- Scheduling the annual events calendar including:
 - social/networking events
 - awareness events
- Finding venues to host AbilityRE events
- Booking speakers

It is anticipated that the Events Lead will work to build a small ‘Events Committee’ to support them with the role.

The ideal candidate will be working within the Real Estate or Built Environment Sector. They will be organised, with management and leadership skills and able to commit 1-2 hours per week to AbilityRE.

We proactively encourage applications from people with a disability, impairment, neurodiversity, long-term health condition or mental-ill health, in line with the strategic objectives of our organisation.

Executive Committee roles are undertaken on a voluntary basis and members are expected to abide by AbilityRE’s Values & Behaviours.

ExCo roles are appointed for an initial term of one-year, but can be extended by majority vote by the ExCo for up to two further years. Directors have the deciding vote where a majority is not reached.

PR & Comms Lead

If you are interested in this role, please send us your CV with a short paragraph explaining why you feel you would be good for the role, and why you are interested in joining AbilityRE

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AbilityRE are seeking a PR & Comms Lead to join the Executive Committee.

The PR & Comms Lead will be responsible for arranging interviews, podcasts, articles in the industry press etc

The role will also include promotion of AbilityRE events and content and sharing of sector related content on a regular basis to drive visitors to our LinkedIn page and website.

It is anticipated that the PR & Comms Lead will work to build a small 'Content Committee' to support them with the role.

The ideal candidate will be working within the Real Estate or Built Environment Sector. They will have experience of PR and Comms, etc. and able to commit 1-2 hours per week to AbilityRE.

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Fundraising & Partnerships Lead

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AbilityRE are seeking a Fundraising and Partnerships Lead to join the Executive Committee.

The F&P lead will be responsible for

- Securing corporate strategic partner organisations from within the Real Estate and Build Environment sector.
- Securing Corporate Members organisations from within the Real Estate and Build Environment sector.
- Applying for and securing other available funding and grants to support our work.
- Working with other charitable organisations in the same field to see if there are opportunities to partner for mutual benefit.

The ideal candidate will be working within the Real Estate or Built Environment Sector. They will be organised, with strong connections within the industry and ideally with fundraising/corporate relations experience. They will be able to commit 1-2 hours per week to AbilityRE.

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Finance & Governance Lead

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AbilityRE are seeking a Finance & Governance Lead to join the Executive Committee.

The F&G lead will be responsible for

- Tracking income and expenditure
- Keeping accounts on quickfile
- Liaising with Accountants regarding audits and company annual filing
- Creation of specific governance documents as required by a C.I.C
- Keeping ExCo updated relating to financials/best practice etc.

The ideal candidate will be working within the Real Estate or Built Environment Sector. They will be organised, with strong attention to detail and will ideally have financial or governance related experience. They will be able to commit 1-2 hours per week to AbilityRE.

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Resource Lead

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AbilityRE are seeking a Resource Lead to join the Executive Committee.

The Resource lead will be responsible for

- Research and Creation of AbilityRE tools, templates & guidelines to support our members
- Working with strategic partners and/or other charitable organisations on tools where external expertise is required
- Managing Resource Creation projects through to completion and launch.

It is anticipated that the Resource Lead will either work to build a small 'Events Committee' to support them with the role, or else develop a network of SME contacts who would be prepared to give their time and expertise to AbilityRE for philanthropic reasons to support our objectives.

The ideal candidate will be working within the Real Estate or Built Environment Sector. They will be able to undertake research on best practice and insights from documents, papers or publications to come up with recommendations for resources. They will be able to manage a project to create a resource and be able to commit 1-2 hours per week to AbilityRE.

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Thank You!

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