



The Changing Workplace - Job Specification

Space Planner Team Leader

The Company

The Changing Workplace is an industry-leading provider of web-based IWMS software solutions for Corporate Real Estate and Facilities groups. Our products provide reporting and management of space utilisation, costs, and related data. The company's head office is based in Haywards Heath, but this role is based within the Client's offices in Central London. CWP also has office in South Africa and the USA.

The Role

We are looking for a bright and enthusiastic Space Planner who wants to take the next step in their career and take on additional team and client management responsibilities. You should have experience in corporate Space Planning in a busy and constantly changing environment.

The role will consist of 50% Space Planning responsibilities, and 50% task and team management, mentoring and client and internal stakeholder reporting.

You will be representing our company at our client site, contributing to Space Planning activities as well as looking after a team of our Space Planners, coordinating client requests and ensuring delivery is on time and up to quality standards.

The role is based on our client's site which is conveniently located near London Victoria station. It will require occasional travel to our headquarters in Haywards Heath.

Other Information

Please note this role would be unsuitable for Interior Design or Architecture candidates, unless you have proven experience of delivering on the office space planning aspects of the role.

All applicants must have the right to work in the UK and will be asked to provide relevant documentation on the day of interview.

Candidates must also consent to background screening checks such as 5 year employment history and home address. Due to the sensitive nature of the client data that we work with, these checks may sometimes include a Credit check and a Criminal Record Disclosure.

Please send a cover letter and your CV to hr@changingworkplace.com - please also include your salary expectations.