

Resourcing manager

Overview

Salary

Around £40K

We're expecting to pay around this sort of figure for someone with the experience and skillset we think is essential to the role.

But we're genuinely open to a discussion if you feel you are worth more, or if you feel you'd need to work up to this level.

Location

Our studio is based in Greenwich, London.

We are a team (not just a collective of freelancers). Some work fully or partly remotely (in the UK and around the globe) but most enjoy the collective culture and benefits of working from our studio.

We're happy to chat about a balance that might best suit you and this role. You will be expected to work at least partly from our studio.

How to apply

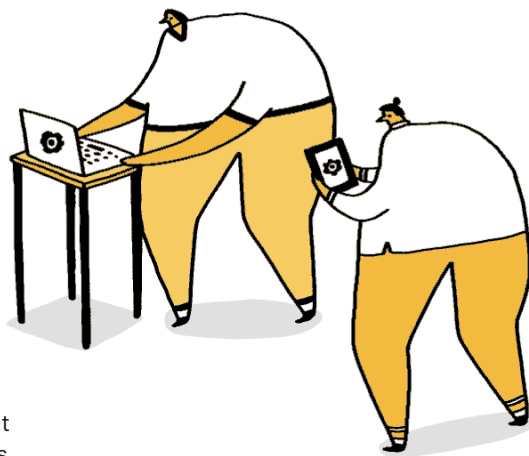
Email michael@cogdesign.com

Write and to let us know why you'd be the ideal fit for our team. Include evidence of why your experience, interest and skills align with our needs.

Timings

Closing date for applications: 19th July 2021

We've got work to get on with straight away. But we'd much rather wait for the right person than rush to employ a compromise candidate.



The role

This is an exciting new senior role in the centre of our busy website delivery team.

You'll be managing our resources, and constantly pushing for us to be better in all aspects of our work.

The role will be focused around these specific areas.

a/ planning – planning our workload and making sure we have the capacity to do every job brilliantly.

b/ resourcing – identifying need and finding the best team members or freelancers to do the work, and managing them so they deliver to our standards, budget and timescales.

c/ quality assurance – ensure that we have time and resources to follow processes, consider options, adapt, test, snag and fix.

d/ systems – we have systems and software in place; it could all be better. Part of this role would be to work within our leadership team to create better ways of doing things, and constantly tweaking and improving on them.

You'll be working with our core team to help them be both efficient and effective (and to enjoy their work). And you'll be commissioning and overseeing freelance experts to deliver specific tasks.

This is a chance to have a meaningful role in the evolution of our company. Within a generous and supportive team, you'll be given the freedom to make this role your own and be empowered to implement improvements.

Qualities

We're looking for someone who can show us they'd be a great addition to our team. That probably means they can demonstrate the following:

- Enthusiasm for what we do
- Experience in project management, resourcing and delivery
- Highly organised and methodical with a meticulous eye for detail
- A multitasker who can switch gears when needed
- A tenacious completer
- Ability to explain complex tasks in everyday language
- Working knowledge of content management systems such as WordPress
- A team player with a desire to constantly improve, and to help others do the same
- Be empathetic to the needs of our arts-based clients, perhaps through experience, working in an arts organisation

We're looking someone who knows why it's important to create methodical lists and loves ticking off the tasks, and who knows that lists are just a tool to help us exceed the expectations of our clients.

About Cog

What's it like at Cog?

We do our best projects with people who are genuinely excited about their work so we choose only to work with those people. For us that means working exclusively in the world of arts and culture.

Using WordPress as our main CMS, we design and build unique websites that help arts organisations inspire their audiences.

Formed in 1991, we are probably the UK's most experienced agency working in the sector. We aren't limited by technology or visual style, we work in the most appropriate way to convey our clients' messages to their audiences.

We speak in plain English because we are confident enough not to need to hide behind jargon or acronyms.

Our studio, right next to Greenwich station, has all the things you might expect (including a pool table, a well-appointed kitchen and a cupboard full of fancy teas) and some things you might not (such as an indoor garden and fishpond).

We have a firm ethical policy that mean we won't promote alcohol, tobacco, gambling or the arms trade.

And we have an extensive sustainability policy which, amongst other things, means we use 100% renewable (non-nuclear) electricity for our studio and servers, and we won't fly to meetings.



Culture obsessives

We firmly believe in the power of culture to transform lives.

Once a month we fund a team outing to a show, exhibition or event; we think it's important to experience the type culture we promote. We call them **Cog Nights**.

We take it turns to write a review for our journal. We publish that, alongside other reviews, snippets and recommendations in our ever popular **Cultural Calendar**. And we commission an illustration from an emerging talent to capture the event.

Hosted fortnightly, for our **Breakfast Briefings** we invite high-profile guests to share ideas, instigate change and make connections with our team, clients and friends.

For a faster stream of consciousness, follow us on Twitter and Instagram @cog_design.

Or peak at life in our studio via our daily visual diary – **Everyday Cog**: cogdesign.com/journal/category/everyday-cog/

We donate time and expertise to lobby for public arts funding and recognition in education. We provide designs for campaigns and we're the in-house designer for the National Campaign for the Arts.

And we put our money where our mouth is, through support for Arts Emergency, the Black Theatre Ticket Project and Blueprint for All (formerly the Stephen Lawrence Charitable Trust).

Cog Cultural Calendar at home



Once again, we've devoted our monthly Cultural Calendar to sharing our top tips for staying in and experiencing culture in isolation.

We're still finding ways to keep busy, stay positive and be inspired by culture online.

If you know others who'd like this email, do encourage them to [sign up](#). #StayAtHome

Top team tips...

Some top-tips and recommendations from the Cog team.

Tales From The Loop

Tales from the Loop is a TV show, based on Simon Stålenhag's art book and tabletop role-playing game. Set in an alternate-history 1970s America, it's a calm and quiet take on sci-fi, exploring a half-world between fiction and reality.

Claire's been immersed in the stunning scenes. You can stream the entire series on [Amazon Prime](#).



Heavyweight

Heavyweight podcast recounts pivotal moments in people's lives, held together by the hilarious, inquisitive host Jonathan Goldstein.

Alex finds comfort in the check-ins. No statistics or loud headlines, simply people responding to the world and sharing their experiences of living in it.

[Find out more](#), or listen on your podcast app of choice.



End Meeting For All

A three part show using Zoom as its stage.

Michael watched episode one and has no idea if it's any good or if it's about anything.

But, as with all of *Forced Entertainment's* work, he's fascinated and can't wait until the next episode.

[Watch on YouTube now](#) and successive Tuesdays.



Sit Down AJ Dance Parties

Pineapple Studios' AJ is doing daily dance parties.

No tricky choreography, this is more like dancing around your bedroom with your friends to blaring 90s music. [See how no version of them: and she should take](#)



