



# Be Richmond

live | work | explore

## Project Support and Stakeholder Engagement Officer

**Be Richmond Business Improvement District is looking for a project support and stakeholder engagement officer to work closely with our BID Manager to ensure the smooth running of Richmond BID and that we are well connected to our membership. Enhancing the economic growth of Richmond Town Centre and promoting Richmond as a destination.**

Building on the current team's skills and responsibilities, reporting directly to the BID Manager, we welcome flexible working arrangements including reduced hours, flexible start and end times and compressed hours up to 24 hours per week; however this must include a Friday during core business hours. This position will suit experienced candidates looking for a part time opportunity.

### **JOB PROFILE**

Providing day to day support to the BID team and Directors across a variety of projects from the three theme groups of Place Making, Place Marketing and Place Management.

You will assist with event planning, co-ordination and delivery including managing invitations/rsvp's, event registration and AV set up equipment if required.

You will provide day to day liaison and engagement with Richmond BID levy paying businesses, small businesses and stakeholders, maintaining a positive and informative attitude at all times.

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The work will include regular face to face business engagement with member businesses as a key component of this role.

Management of the office database (Solomon), training can be provided if unfamiliar with the software. This will include keeping all records up to date, managing regular mail outs to business both in hard copy and electronically.

Attendance at B2B and B2C meetings, events and conferences is a feature of the work and therefore some evening and weekend work is required (with time of in lieu).

Researching providers and suppliers to deliver projects and programmes within the theme groups.

Ensuring business involvement in marketing campaigns.

To assist with office managerial duties such as filing, maintaining stock of publications, ordering stationery.

General administration duties i.e. answering phones, taking minutes at meetings, managing mail outs, welcoming visitors and providing refreshments.

Duties are likely to vary as your role develops, so you will need to be flexible and tailor your support services accordingly.

## ESSENTIAL SKILLS

Confident communicator both in person and online is essential.

Demonstrable experience to meet the requirements of the post.

Enthusiasm and appetite to become involved and be an integral part of the team with a varied range of tasks.

Microsoft office skills (Excel, Word, PowerPoint) , good accurate typing skills with attention to detail is imperative.

Use initiative to think proactively.

Ability to adapt flexibly to new priorities and additional tasks where required.

The ability to work as part of a team, and on your own initiative, is essential, particularly as one day a week you will be in the office alone.

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Along with the skills to be flexible, multitask and work to demanding deadlines in a busy working environment.

Plan and prioritize work to manage conflicting tasks, meet delivery deadlines/targets, review progress, with minimum supervision.

This JD is not exhaustive and flexibility is required across all projects and areas of work.

Proactive and self-motivated, ability to prioritise own workload and to work to tight deadlines.

## DESIRABLE SKILLS

Interest in Richmond as an area to live, work and explore.

An understanding of Business Improvement Districts, local and central government and their structures and relationships.

To apply for this exciting part time position please email a copy of your CV and a covering letter of no more than one page to [louise@richmondbid.london](mailto:louise@richmondbid.london) by 5pm on Friday 12th May 2023.

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