



PLACE  
SUPPORT  
PARTNERSHIP

<b>Job Title</b>	Business Support Advisor
<b>Site</b>	Remote working and open travel
<b>Reports To</b>	Managing Director
<b>Working Hours</b>	37.5 hours per week
<b>Salary</b>	£20,000-£24,000 (DOE)

### **Purpose of the role**

The primary function of the role of Business Support Advisor is to contact businesses and support our Managing Director, Place Consultants and Support Managers in the delivery and implementation of support campaigns across our portfolio of local authorities and business improvement districts.

This role will include the management of selected projects from planning to delivery, including account management and engagement with individual businesses in towns and cities across the UK.

### **Key Responsibilities**

- Co-ordinate and manage various projects focussed on supporting businesses.
- Carry out campaigns with circa 400-500 businesses
- Engaging with businesses both remotely and on a regular face to face basis.
- Enable businesses to participate in key initiatives such as sustainable events and offer free available services as part of their membership with their business improvement districts.
- Carry out relevant tasks in relation to the delivery of projects, initiatives and events. This will include outreach work with businesses and acting as an advisor to the business and supporting them in reducing their overhead costs.
- Capturing information from local businesses via email, tablet and phone and uploading to our systems.
- Building rapport and strong working relationships with a wide range of clientele via face to face, telephone and by email.
- Liaising with relevant suppliers, contractors, and external organisations to ensure the smooth running of projects.
- Supporting the Managing Director and management team in scoping and establishment of new projects nationally.
- Working closely with management team to support business administration which may include working on remote campaigns.
- Open travel will be necessary

## **Skills, Knowledge and Experience**

It would be desirable, but not essential, if the candidate had additional following skillsets:

- UK drivers licence and access to your own vehicle is essential
- Experience in working within membership, place management, business improvement district organisations desired but not essential
- Knowledge of spreadsheets, word processing and database system
- A genuine enthusiasm for improving processes and project delivery.
- Should be open, flexible and capable of working independently with minimal supervision
- Must be a team player and support other team members
- Excellent time management skills and ability to multi-task and prioritise workload
- Excellent written and verbal communication skills
- Strong organisational and planning skills.

The above is not an exhaustive list of duties, as the company grows and expands, your role and assigned tasks will likely evolve and you will therefore perform different tasks as necessitated by business needs.

## **Salary and additional benefits**

- £20,000-£24,000 dependent on experience
- Open travel and remote working
- 20 days annual leave plus bank holidays
- Discretionary company bonus
- Quarterly team events
- Training and further professional development offered

## **Interview process**

The first stage of interviews will be conducted on a virtual basis.

## **Interested in this role?**

Please email your CV and a covering letter to [yasmin@placesupportpartnership.com](mailto:yasmin@placesupportpartnership.com)