

Company description

Place Support Partnership (PSP) is an innovative management consultancy that delivers support solutions focused on business cost savings, business engagement and business guidance through Local Councils, Business Improvement Districts and Membership Bodies.

Job description

Job Purpose

To manage and deliver a variety of support projects under the PSP brand. To work closely with and support the team, contractors and suppliers in the management and delivery of projects to businesses nationally. The project 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.

Principal Responsibilities

- Coordinate and manage a project focussed on supporting businesses.
- Carry out relevant tasks related to the delivery of projects, initiatives, and any events. This will include outreach work with businesses in their business. Acting as an advisor to the business and supporting them in reducing their business overheads.
- Capturing information from the business either via email, a tablet, phone or app based solution and uploading data collected into the cloud.
- Liaise with relevant suppliers, contractors, and external organisations to ensure the smooth running of projects which will include the creation of quotes and reports from suppliers to be sent to businesses.
- Support the management team in scoping and establishment of new projects nationally.
- Support the collation of relevant paperwork, reports, and presentations.
- Work with the management team to support business administration which may include working on telephone campaigns.

Skills Required

- Experience working within Membership, Place Management, Business Improvement District organisations desired but not essential
- Knowledge of spreadsheets, word processing and database systems.
- Demonstrable team working and partnership working skills.

- A genuine enthusiasm for improving processes and project delivery.
- Experience of collating, researching, and analysing information and statistical data.
- Should be open, flexible and capable of working independently with minimal supervision.
- Must be approachable and positive about work and other services.
- Should be a team player and supportive team members.
- Open to national travel, driving licence is preferred but not essential

Location

The role would be working from home with travel as required to client sites, team meetings and events

Hours of Work

Monday – Friday 9.00 – 17.00

Remuneration

£25 – £30k dependent on experience