

Coastal BID Office Assistant

Bournemouth Coastal BID Ltd

Job Description

Job title	BID office assistant
Salary	from annual salary £17,000 pro rata depending on experience Part-time, min 22.5 hours a week
Responsible to	Coastal BID Manager
Location	Coastal BID office

Overall purpose of job

The Coastal BID is a partnership organisation, core funded and directed by local levy paying businesses in the coastal BID area . The company mission is to enhance the Coastal BID's trading environment. The post holder will work with the Coastal BID manager and Coastal BID team to assist in day-to-day operation of the BID.

Key tasks:

Principal Responsibilities

The Coastal BID office assistant will be responsible for the following:

1. Assist with day-to-operational tasks to support Coastal BID Manager to deliver projects on time and within budgets.
3. Assist with internal and external communications and materials
4. Assist CBID team to monitor the effectiveness of initiatives

This includes:

Finance Assistance

1. To assist the BID Manager by monitoring and processing basic bills:

- Send out any income generating invoices
- BID levy with Bournemouth Council as collecting authority
- equipment hire (stalls, banners, stage etc)
- sponsorships for projects
- Process payments by BACS for received invoices
- Process cheque payments and send payment by cheque to the creditor

2. To assist the CBID Manager by monitoring the Coastal BID levy income and CBID Business Liaison Officer under data protection regulation:

- update the CBID levypayers contact database
- to operate the CBID main contact database

Office Management

- To assist the CBID Manager in day-to-day operation of the CBID office
- To assist the CBID Manager to produce annual and interim reports
- To assist the CBID Manager to produce mailings and newsletters
- To assist the CBID team in ordering office equipment incl. consumables for copier and printer
- To assist the CBID team in communication
- To communicate with participating businesses and agencies to ensure fast and effective flow of information
- To operate the main phone system (incl. voicemail)
- To develop an understanding and awareness of issues arising from the information received and be able to direct appropriate action to be taken
- To assist the CBID Operations Manager in delivering CBID activities and projects
- To process relevant information for presentations and reports
- To process and monitor issued invoices

Knowledge and Skill **In order to perform this role effectively the holder of this position will require to possess' the following skills and attributes.**

- Able to work on their own or as part of a team.
- Self motivated team member and able to use initiative.
- Ability to communicate effectively at all levels
- Able to represent the Coastal BID externally
- Possess relevant computer skills
- Strategically co-ordinate information
- Be able to present information effectively
- Ability to analyse and identify problems
- Ability to prioritise workload
- Develop, promote and manage action plans to address identified problems
- Adaptable and flexible to changing priorities
- Work within a busy team environment.
- Competent use of MS Office (Excel, PowerPoint and Office) and Wordpress

Ability to analyse data to reach balanced and reasoned conclusions and to produce well-reasoned written proposals

Terms and Conditions

The post holder will be required to work part-time Tuesday, Wednesday and Friday, normally from 9am to 5.30pm with one hour for lunch taken between 12noon and 2pm. These hours may be varied to take account of the requirements of the post. No overtime will be payable but where agreed in advance, hours worked in excess may be taken off in lieu but may not be accumulated beyond one day off in any period of 4 weeks.

Application with CV and cover letter by email to stefan@coastalbid.co.uk or mail by closing date Mon 10 Sep 2018, 5pm.