

JOB TITLE: BID Ambassador

SALARY: £22,000 pa pro rata

RESPONSIBLE TO: BID Manager

HOLIDAYS: 25 Days Annual Leave Entitlement (pro rata)

HOURS: Part time Wednesday – Friday 9:00 – 17:00 There will also be occasional weekend working

JOB PURPOSE:

An exciting opportunity to join a small team helping to deliver a safer, more attractive, vibrant and exciting town centre for Harrow. We have a proven track record of delivering projects that have changed the face of the town centre and brought the community together.

The person will assist the BID Manager in the day-to-day running of the Marketing function of the BID and support the team members with event related work. You will also assist with events and generally make sure things run smoothly. The role requires a competent individual who will also be managing a variety of everyday event related tasks, social media posts, post-event surveys and to help manage email-marketing campaigns. There is also work involved in visiting BID members to build and maintain BID member relationships.

KEY RESPONSIBILITIES

- Visiting member businesses, taking their feedback, providing support and information.
- Taking images/videos for social media
- Uploading to social media sites and creating content
- Coordinating events and helping out on events days
- Organising administrative duties around an event
- Dealing with suppliers/agents
- Operational project management
- Assisting in creating appropriate communications
- Sending out communication, creating RSVP lists, & collating event feedback
- Developing and expanding our member discount offers and benefits
- Supporting the team in key project areas in connection with events
- Undertaking such other duties commensurate with the position and/or hours of work as may reasonably be required

ESSENTIAL SKILLS

- Higher Education is desirable but not essential, or equivalent experience to meet the requirements of the post
- Effective time management and organisational skills and the initiative to work both independently and as part of a team
- Strong IT skills, including MS Word, Outlook, Excel & PowerPoint
- Excellent interpersonal and communication skills sufficient to establish and maintain effective working relations with a wide range of internal and external contacts
- Proficient in spoken and written English
- Demonstrable aptitude for detail
- Ability to work under pressure and prioritise a high volume of work

- Flexible approach to changing priorities and requirements
- Ability to use own initiative with confidence, using own judgement to refer up where necessary
- Ability to research, collate and present information
- Having a can do attitude

ABOUT US

Harrow Town Centre BID Company Ltd is a democratically elected, business-led and business-funded body, formed to improve a defined commercial area. Harrow BID was established in 2014 and is now in its second 5-year term. The team work in close partnership with various public and community organisations including Harrow Council, Metropolitan Police, Transport for London (TfL), and local charities such as Firm Foundation and Street Pastors. Read more about us at <https://www.ha1bid.co.uk/>

APPLICATION

In the first instance please supply your CV and cover letter to Louise Baxter louise@ha1bid.co.uk

Deadline for applications 5pm Sunday 20th March 2022

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TOWN CENTRE
Business Improvement District



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