



<b>Role</b>	Coordinator – Place Team
<b>Department</b>	Community Impact Directorate
<b>Hours</b>	Full Time (35 Hours)
<b>Location</b>	London office based role (with ability to work hybrid) – requirement to attend regular meetings in London
<b>Salary</b>	London band level 6 officer – minimum of £25,875 per annum
<b>Job Level</b>	6
<b>Reports to</b>	Place Manager
<b>Direct reports</b>	n/a

## **Purpose of Job**

The purpose of this job is to provide co-ordination and support for BITC's Place Programme and Team. This will include supporting the Directors with work in places, supporting the research and development of new places, production of resources and content, management of events and meetings, the team diary and supporting the work of the Place Taskforce.

## **Main Responsibilities / Accountabilities**

### **Programme Support**

- Coordinate a programme of events and activities, creating comms materials and signposting to partner opportunities and ensuring the programme remains up to date, and accessible to all stakeholders.
- Provide technical support to digital events, ensuring attendees and speakers have relevant joining instructions, and can join both physical events, and those hosted online.
- Delivering event / meeting administration and logistics including inviting delegates, sharing joining instructions & information and supporting the development of briefings and papers.

### **Diary management & Team Coordination**

- Providing diary management support to the Place Directors liaising with counterparts in external organisations to identify suitable meeting times, providing clear joining instructions, and meeting purpose.
- Where appropriate, attend meetings alongside senior managers, providing support in the preparation, follow up, or during the meeting.
- Develop the programme of internal meetings in support of good team communications.
- Booking travel and accommodation for team events and activities.

### **Document proofing, preparation and filing**

- Prepare and circulate meeting agendas and minutes, working with the relevant internal colleagues to agree content.
- Maintain accurate files and records in SharePoint, supporting the wider team to access relevant information as required.
- Undertake and synthesise desk-based research to support teams as required.
- Support the development of documents and briefings, coordinating information from the across the organisation.

### **Income Generation**

- Maintain accurate records of group members, their contact details and levels of engagement in Salesforce CRM, ensuring compliance with the General Data Protection Regulation.

- Act as a 'Trailblazer' for the team, driving adoption of IT systems (including Salesforce CRM and Microsoft 365) to increase team effectiveness.

## **Data Management**

- Maintain accurate records of group members, their contact details and levels of engagement in Salesforce CRM, ensuring compliance with the General Data Protection Regulation.
- Act as a 'Trailblazer' for the team, driving adoption of IT systems (including Salesforce CRM and Microsoft 365) to increase team effectiveness.

## **Other**

- Ensure the Health and Safety requirements and individual safeguarding responsibilities met in the area for which the postholder is responsible.
- Ability to attend regular meetings in London.
- Travel across the UK may be required to support meetings and events.

This job description reflects the current requirements of the role. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description. The job holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the capability of the job holder

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Some knowledge of Responsible business / corporate social responsibility.</li> <li>• Some knowledge of place-based working.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent IT Skills, including use of the Microsoft 365 suite, Salesforce CRM, video conferencing software (Microsoft Teams, Zoom) and project management tools (Microsoft Planner, SharePoint Lists, or similar).</li> <li>• Administering video conferencing and webinars, using Microsoft Teams and Zoom.</li> <li>• Preparing high quality papers (agendas, minutes)</li> <li>• Excellent written and oral communication skills, confident in preparing high quality papers (agendas, minutes) and acting as the first point of call for enquiries in the region/nation.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Providing administrative and diary support to a team.</li> <li>• Handling requests from a wide range of internal and external stakeholders.</li> <li>• Engaging with a diverse range of stakeholders, including senior business people and community organisations.</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Act in accordance with Business in the Community's values <ul style="list-style-type: none"> <li>• Focus</li> <li>• Passion</li> <li>• Collaboration</li> <li>• Pioneering</li> <li>• Integrity</li> </ul> </li> </ul>
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• Requirement to regularly attend meetings in London</li> <li>• Travel across England, Scotland and Wales will occasionally be required to support meetings and events which may include outside office working hours.</li> </ul>