**JOB SPECIFICATION : Business Engagement Administrative Support (interim maternity cover)**

* **Fixed-term period from mid August 2025 for 10 to 12 months**
* **Term: 1 day a week. FTE salary range £30,000 to £35,000**
* **Reporting directly to the Chief Executive**
* **Location – Can be home or office-based**

**London Bridge – The Area**

London Bridge has been a commercial dynamo for centuries and is today home to a community of businesses that range from multi-nationals to art galleries and seats of government. It is, in short, one of the world’s most notable places to do business.

It is a thriving commercial hub and destination. More than 50,000 workers access the 350 plus businesses located here, while London Bridge Station accommodates in excess of 200,000 travellers a day. Some 3000 residents call London Bridge home, and it has over 5 million visitors a year taking in the sights.

**Team London Bridge (TLB) - The Organisation**

One of the UK’s leading Business Improvement Districts (BID) with a vision to make: London Bridge a‘globally significant, historic and vibrant place of modern commerce, enterprise and creativity’.

TLB aims to achieve:

* A well-connected engaging and context sensitive place
* A formidable and diversified economy
* Partnerships that are collaborative, integrated and strong
* A clear recognisable identity that reveals the London Bridge Story

**Main purpose of role**

The relationship with our business community is essential to the success of London Bridge and the delivery of the organisations vision. A key part of Team London Bridge’s strategy is to ensure that businesses are aware of TLB and the services and projects we deliver along with developing the services in line with business objectives. Initiating, developing, and maintaining relationships with TLB business, offering an information and problem-solving service along with linking business contacts to other members of the Team is integral and essential to the role.

* Tracking levy payments
* Maintaining the Company CRM Data base, tracking new businesses to the area, businesses ceasing to operate/moving out of area and any changes to the business population within the TLB area.
* Issuing welcome letters to businesses new to the area Advising Head of Marcomms or new businesses and arranging welcome meetings with CEO as necessary
* Communicating to the CEO all new property changes and update on the CMS. Set up welcome meeting with CEO.
* Processing levy refunds as may be necessary
* Respond to and track levy enquiries, escalating as necessary
* Take responsibility for the extensive Company database ensuring it is up to date at all times.
* Provide admin support to any customer satisfaction surveys and campaigns to improve businesses’ knowledge of Team London Bridge.
* Keep abreast of general business and property market news and developments.
* Support members events as required

**Person Specification**

* Past engagement experience across a range of partners including Private, Government and Medical (preferably) structures and relationships
* Previous experience of working with a BID would be advantageous
* Excellent administrative skills
* Some project management, communication and presentation skills
* Effective written and verbal communication skills. Fluency in English is essential
* Proven ability to work autonomously and to manage own workload with minimal supervision
* Possess appropriate right to work in the UK

Due to the nature of the role a highly flexible approach to working hours is required.

*This job description is subject to review and amendment in the light of changing needs of the company and to provide appropriate opportunities.*

Applications should consist of your CV and a supporting statement outlining your motivation and suitability for the role (no longer than a side of A4). Applications should be sent to Jenny George on jennyageorge@aol.com.

We will interview suitably qualified candidates as we progress towards the deadline for applications which is 5pm on July 17th 2025. If you have any questions or wish to discuss the role further please contact Jenny on jennyageorge@aol.com.