**JOB SPECIFICATION: Responsible Business Manager (interim maternity cover)**

* **Fixed-term period from mid/late August 2025 for 10 to 12 months**
* **Term: 2 days a week. FTE salary range £40,000 to £50,000**

**During busy period 15 November to 15 December 3 days a week**

* **Reporting directly to the Chief Executive**
* **Location – Office-based in TLB’s office at London Bridge**

**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 one of the most safe, sustainable and engaging places for business and tourism in the world.

To achieve this, we are making three pledges:

1. Focus on people and the planet:
2. Embrace creativity and collaboration
3. Keep London Bridge at the heart of everything we do

**Main purpose of role**

LB and The London Bridge community are setting an agenda to address global problems with local commitments, creating an ethical, Responsible Business framework for achieving social, environmental, and economic success. We put Responsible Business at the heart of our plans ensuring the area and organisations look to prioritise 8 of the sustainable development goals.

You would be responsible for the delivery of the Responsible Business principles and projects in line with the Responsible Business Plan in a sustainable manner for Team London Bridge.

**KEY TASKS AND RESPONSIBILITIES**

* Implement and develop the Responsible Business Plan for the London Bridge area and ensure it is reflected in TLB’s core activities and services.

* Develop all relevant Responsible Business Projects including but not limited to managing the Responsible Business Task Groups; developing ongoing relationships with extensive local voluntary sector and non-profit partners; and representing TLB and members to wider Southwark strategic groups.
* To manage and develop Team London Bridges grant funding programmes - building Communities
* Work with the business community, charities and Not for Profit organisations to develop outreach projects including volunteer days, promotional events, training support, Local A-Z Charities content is kept up to date, and gift drives. Volunteer Opportunities communicated to business members in a timely manner via the TLB channels.
* Identify and connect with the range of formal and informal education and medical services that operate within the area.
* Help the organisation integrate and measure healthy outcomes in our projects and services.
* To represent Team London Bridge and attend an intensive programme of stakeholder forums and meetings including but not limited to local resident association meetings, external events, Community Council meetings, Community Southwark’s Business Advisory Group, Southwark’s Funders Forum.
* To work collaboratively with businesses, public and community-based sectors and other business-facing operational departments in the area, to best leverage TLB’s profile in the community and to increase the groups TLB can engage with to expand the network of contacts.
* To advise on the need for suitable policies, procedures, and required areas of guidance to streamline processes and enhance accountability with respect to projects.
* Develop an online offer for Employ SE1 in partnership with neighbouring BIDs.

* Manage the Gift Back campaign and Lantern Parade that takes place end December and Christmas. The last week of November and First 2/3 weeks of December are intensive.

**Person Specification**

* Familiarity and knowledge of CSR and Community programmes
* Strong 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
* Ability to influence and work with a range of professionals from a wide variety of backgrounds
* Empathy for regeneration /business partnership work is desirable
* 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](mailto:jennyageorge@aol.com).