



Role Specification

Communities Project Coordinator

Based: London (can be flexible)

Length of Contract: 12 months fixed term, with a view to extend

Hours: 5 days

About Be the Business

Productivity drives growth as well as increasing social prosperity and improving living standards but Britain has never fully recovered from the global crisis and recession that followed. Now the turbulence following the vote to leave the EU risks even more economic uncertainty. If productivity growth was important before the Brexit vote, it is crucial now.

Having been asked by the Chancellor in 2015 to dig deeper into Britain's productivity problem, Sir Charlie Mayfield, Chairman of the John Lewis Partnership, brought together some of the brightest minds in UK plc to approach the problem in a different way. The result was a report entitled "[How Good Is Your Business Really](#)" that called for a business-led response to the UK's productivity challenge and identified improving SME management and leadership capability as the key to change.

Led by Sir Charlie and Chief Executive Tony Danker, Be the Business (BtB) was launched in November 2017 with funding and support from the UK government and some of Britain's leading companies. We work with the entire business community to share what works for today's best businesses with every company that wants to learn and improve.

More details about Be the Business can be found on our website: <https://www.bethebusiness.com>

About Our Business Improvement Networks

The core thrust of our networks programmes is peer-peer networking, or what we like to call by business, for business. These interventions are key to us as they build on the core insight that people engage with best practice better when it is from "people like me doing things I can do". Peer to peer interventions also show the promise of being more scalable and sustainable than those that require input or delivery through a third party, we are interested in developing interventions that the business community can own and drive themselves once they have been proven.

Our network activity is formed of two key elements:

- The design, development, assessment and continuous improvement of business to business interventions and activities that drive improvement for SMEs across sectors, regions and industries.
- The development and feeding of a community with great curated and created content that drives inspiration for those who just need that added impetus to improve, as well as acting as a recruitment tool for the interventions above.

Those interventions that prove powerful and scalable will be moved into 'programmes' that run at multi region or national scale.

About this role

We are looking for a coordinator to support the Be the Business Collaborative Networks work. This person will support project leads across pilot activities including organising events, managing data, general administrative support to the team (organising visits, sharing updates with wider Be the Business team.) among other activities.

- Support the team to deliver activities for major projects, including the Cornwall Hospitality pilot, North West pilot, National Hospitality scale up and Family Business scale up.
- Help to develop programme interventions and coordinate delivery of set piece events by booking speakers, organising venues and coordinating with facilitators etc.
- Supporting the delivery of marketing campaigns for major programmes including email newsletters, social media groups and pages and content generation.
- Coordinate collection and storage of data for all programmes to support communications with SMEs and intervention evaluation.
- Participating as a member of the team, contributing to problem solving sessions, attending team meetings and providing challenge and support to generate new ideas for activities and interventions
- Travelling across the country (including overnight stays) as required, to run events etc.
- Attending events and conferences as required, to gather intelligence about our audience and their needs

Skills needed

- Excellent organisational and time management skills.
- Event Management skills
- Excellent communication and interpersonal skills.
- Verbal and written communications
- Detail orientated
- Self-starter attitude - takes initiative and enjoys getting stuck in.
- Alignment with BtB values

Helpful to be comfortable with following tools:

- Facebook Business Manager
- Mailchimp
- Knowledge of social media scheduling tools e.g. Hootsuite
- Possible need Venngage and Canva

Education / qualifications

- Degree level or equivalent