

Programme Coordinator – Full-Time FTC Up To 12 Months

About *Be the Business*

Led by Sir Charlie Mayfield (Chairman) and Chief Executive Tony Danker, *Be the Business* 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.

Role purpose

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.

What You Will Do

- 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.

What we're looking for

- 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.
- Degree level or equivalent.

Helpful to be comfortable with following tools:

- Facebook Business Manager.
- Mailchimp.
- Knowledge of social media scheduling tools e.g. Hootsuite.
- You might need Vengage and Canva.

What We Offer You

- A rewarding job with the opportunity to have your voice heard and really make a difference.
- We're a mission driven, entrepreneurial team, and we thrive on leading and driving projects that will positively impact UK businesses and the economy.
- Competitive salary and benefits.

Sound interesting? We thought so. So, what are you waiting for?

If you're interested in joining our team at Be the Business, please send your details to:
careers@bethebusiness.com