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**BUSINESS DEVELOPMENT ASSISTANT**

**Job Description**

Employer: Perth Citizens Advice Bureau

Job Title: Business Development Assistant

Responsible to: Business Development Manager

Accountable to: CEO

**Location:** Hybrid between Perth Office and Home

**Hours per week:** 35 (occasional weekend and evening work will be required)

**Salary:** £21,046 ( +6% pension)

## Summary of Main Responsibilities:

The Business Development Assistant will work closely with the CEO, Business Development Manager and the Cash-First Partnership Coordinator to ensure a sustainable future for Perth CAB as the preferred advice provider in Perth and Kinross. This will be a varied role and the post holder will carryout administrative functions to support project management, communications and promotion and partnership development.

This is an evolving role so main responsibilities may be updated as the role develops

**Main Responsibilities:**

1. Be a point of contact for stakeholders and arrange meetings and promotional events as identified by colleagues and provide support at meetings/events when required
2. Provide administrative support (including booking and minute taking) for steering groups/focus groups carried out as part of the business development function including groups working with those with lived experience
3. Provide administrative support in setting up and monitoring partner referral routes
4. Support the promotion of the bureau and stakeholder management with administration tasks using Canva and posting pre-agreed social media
5. Provide support with project monitoring including stats input and reporting
6. Support internal communication by creating the internal newsletter and members communications
7. Carry out administrative functions in relation to task tracking and diary management
8. Take minutes/action points of the Business Development Team meetings and Development Team meetings and external development meetings when required
9. Any other relevant activity as required by the Business Development Manager or CEO

**Person Specification**

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|  | **COMPETENCIES** | |
|  | **ESSENTIAL** | **DESIRABLE** |

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| **QUALIFICATIONS** | Willingness to complete additional training as required for appropriate performance of the role | Driving licence |

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| **EXPERIENCE** | Experience of working within a busy environment  Experience of communicating with a variety of stakeholders  Experience of preparing minutes and correspondence  Experience of managing competing priorities within agreed timeframes  Experience of using social media platforms (personal or business use) to a point of familiarity | Experience of using Canva  Experience of using social media management tools (i.e. buffer, hootsuite etc)  Experience of working in a third sector environment |

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| **KNOWLEDGE, SKILLS AND**  **ATTRIBUTES** | Proficiency in use of Microsoft Office  Have excellent organisational skills with the ability to structure processes and set up efficient systems including work planning  Be consistent and accurate and have an eye for detail  Learn quickly, be adaptable, flexible and able to work in an ever-changing context  Be able to take initiative  Have well developed interpersonal skills and be able to communicate with a variety of colleagues and stakeholders | Be able to take a creative problem-solving approach |

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| **VALUES** | Be committed to the aims and principles of the CAB Service  Be committed to Equality and Inclusion  Be committed to working as part of a team. |  |