

Directorate: Place

Section: Economy, Jobs and Partnerships

Job Title: Business Partnerships and Engagement Apprentice

Grade: Apprenticeship – London Living Wage

Reports to: Principal Business Development Officer

Contract Duration: 18 months

Main Purpose of the job:

The main purpose of the job is to undertake a range of business and project support duties to provide a co-ordinated, flexible and effective business partnership and engagement service.

Summary of Responsibilities and Personal Duties:

1. Day to day administrative support to the Business Partnerships & Engagement Team
2. Provide business and project support on several work streams including:
 - a. High Street Rental Auctions
 - b. The Mayors Business Awards
 - c. Lewisham Town Centre Improvement Programme
 - d. Creative Enterprise Zone of Deptford and New Cross
 - e. UK Shared Prosperity Fund
3. Monitor the Services Outlook mailboxes in line with service needs.
4. To respond to business support requests, including booking in business diagnostic sessions.
5. Basic data input and processing using the services systems (particularly Excel)
6. Maintain business interactions on the CRM system (Hanlon)
7. Support with tracking financial transactions, including raising orders, invoicing and monitoring and review of ongoing payments.
8. To support the creation of case studies and communication plans to increase the profile of business support within Lewisham
9. To attend regular meetings with the staff and other meetings as required.