



Truro BID – Events & Admin Officer

Part Time (flexible between 15 - 22.5 hrs to be agreed)

Salary pro-rata / FTE between £27.3k (£14ph) - £31.2k (£16ph)

Events & Admin Officer role to work within a small city centre based team, to support the growth of customer footfall and high street vibrancy.

ABOUT THE ROLE

Truro Business Improvement District (BID) is looking for an individual to support the delivery of a range of projects and services outlined in the BID business plan (2022-2027) representing the interests of circa 362 businesses.

Working flexibly, your role will include:

- Supporting the delivery of events and services across key themes outlined within the five-year Truro BID business plan.
- Engaging with levy paying businesses and other stakeholders including sub-contractors.
- Planning and delivering specific events to generate additional city centre footfall.
- General office administration duties including database management relating to event delivery and small business management and some funding applications.
- Supporting a successful renewal ballot for another five year term in 2027.

Find out more about the Truro BID: www.trurobid.co.uk

Closing Date : Sunday 10th August

Interview dates tbc: w/c 11th and 18th August, face-to-face interviews in Truro.

Please note this role is office based within Truro City Centre, accessed via a first floor office via a staircase.

To view further details including job description and person specification download the application form and equal opportunities form. The job description document can be located here.

For more information or to arrange an informal discussion about the position, please email Alun Jones via alun.jones@trurobid.co.uk