



Truro BID Events & Admin Officer - Job Description

The purpose of this job description is to indicate the general level of responsibility and standards expected. The detailed duties may vary or develop over time according to needs without changing the nature or level of responsibility of the post.

POST: Part Time Events & Admin Officer

EMPLOYMENT: Employed by Totally Truro Limited
(not for profit company limited by guarantee) OR
Self-Employed Consultancy Contract

OVERALL PURPOSE: To support Truro Business Improvement District (BID) ensuring that the projects set out in the BID Business Plan are delivered efficiently and effectively

RESPONSIBLE TO: Truro BID Manager

Key Job Responsibilities:

- To support the successful delivery of the projects and services within the five-year Truro BID business plan and to measure and monitor performance.
- Plan and deliver specific events, ensuring health and safety and financial compliance, consider ways to ongoing evaluate and improve.
- Occasional out of normal office hours working (attendance at events).
- Various office based administration tasks, maintaining databases, limited financial admin duties.
- To be a joint point of contact for the BID and its 362 levy paying organisations engaging with them and representing their interests.
- To engage with and through the BID teams join effects via face to face visits, phone calls and meetings.
- Seek and complete potential external funding opportunities to enhance Truro City Centre.
- Support a successful ballot process for new five-year term in 2027.

Person Specification:

- Excellent communicator with good written, oral and presentation skills.
- Professional engagement skills to our business community and external stakeholders.
- Organised and structured approach to events delivery.
- Trustworthy, reliable and self-motivated.
- Strong and flexible team player.
- Ability to work under pressure and to strict deadlines.
- Ability to work on own initiative without supervision managing own time and workload.
- Ability to recognise and effectively manage conflict.
- A valid driving licence would be of advantage.

Experience:

- Administrative and financial/budgetary experience.
- IT literacy and numeracy, e.g. excel spreadsheet experience.
- Engagement skills and experience.
- Experience of working in a flexible team.
- Ideally some experience in events planning / delivery.
- Ideally some experience of working effectively with key stakeholders across public and private voluntary sectors.

Knowledge:

- General office administration.
- IT Literate.
- Knowledge of events planning and delivery an advantage.
- Knowledge of private, public and voluntary sector an advantage.

Behaviours**Resourceful**

- You apply expertise, solve problems, and make improvements to deliver the best possible customer outcomes.
- You plan and organise your work and manage your time effectively.
- You gather relevant information, analyse it and make timely informed decisions in the course of your work.
- You are flexible and adaptable.
- You respond constructively to change.
- You demonstrate financial awareness relevant to the job you do.
- You use your initiative and are creative in problem solving.
- You deliver results and demonstrate commitment to serving customers.

Personal Responsibility

- You take responsibility for your work, your environment, and your development.
- You acknowledge errors, report them as appropriate and play your part in addressing them.
- You appropriately challenge unhelpful behaviour.
- You seek feedback and review your own contribution.
- You are open to change and improvement.
- You take responsibility for your development.
- You are enthusiastic about and take pride in your work.

Engaging Leadership

- You play your part in maintaining a healthy and engaging working environment by building trusting and supportive relationships, via a team player attitude.

The position will be based in an office within Truro City Centre on the first floor, which is accessed by a staircase.

The post holder (with the team) will be occasionally required to carry out light – medium physical duties such as carrying event equipment (including up and down a staircase).