Job Title:	Local Business Coordinator
Reporting to:	Local Giving Programme Manager
Hours:	35 hours per week
Term:	Fixed Term Contract for 12 months, extension subject to funding
Salary:	£25,000 + 6% employer pension
Leave:	25 days annual leave (plus 8 bank holidays) and 2 annual volunteering days
Location:	Unit C, Place/Ladywell, 216 Lewisham High Street, SE13 6AY and other locations as required

Purpose of Job

Develop relationships with local businesses to contribute towards Lewisham Local's giving projects: Lewisham Local Card, Community Toilets, Refill Lewisham, Good Food Lewisham and Lewisham Community Lottery, skills sharing exchanges and donations of money to campaigns and in-kind support for Lewisham's good causes.

Main Responsibilities

- Develop relationships with local businesses in-person and remotely, to engage with giving projects: Lewisham Local Card, Community Toilets, Refill Lewisham, Good Food Lewisham etc.
- Networking, attending and coordinating events with local businesses
- Mapping and building directories of different types of businesses, including local food suppliers, keeping our information and data up to date
- Supporting development of campaigns to respond to local needs
- Identify and develop giving opportunities between local businesses and community organisations
- Support wider engagement with Lewisham community groups and residents to engage with Lewisham Local's giving projects
- Manage the Lewisham Local Card project including:
    - Promote sales and develop promotional campaigns to increase sales of the paid for Lewisham Local Card
    - Support and incentivise sign ups
- Connect businesses to the Good Food Lewisham Network, and and promote and support involvement relevant good food campaigns
- Support the development of an online giving portal
- Manage communications to local businesses in collaboration with colleagues and volunteers, including: regular newsletters, website articles, social media content, giving opportunities
- Maintain key data and outcomes to support with monitoring and evaluating the impact of giving projects and interventions
- Manage volunteers to assist the work where necessary

Lewisham Local Team Responsibilities

- Build and share knowledge and intelligence:
    a. within the team to increase the effectiveness of the organisation
    b. with local partners via networks, communication and website to enable civil society in Lewisham to develop and grow
- Establish new connections between organisations and individuals to access resources and contribute
- Build strong and effective local relationships across sectors
- Be a visible, active, positive and engaging presence within the community and at local events, activities and meetings. Attend stakeholders events and relevant local assemblies to represent the organisation
- Contribute and create regular communications content for our network
- Champion the role of local giving, contribution and civil society in Lewisham across our network
- Develop cross-sector training and events programme for our network using local knowledge
- Collect and process data, carry out monitoring and evaluation of our impact
- Help other team members at times of increased workload and/or specific events in collaboration through discussion with the Local Giving Programme Manager
- Contribute to office organisation and administration responsibilities to ensure the effective running of the organisation and staff presence at the office premises
- Manage volunteers and admin support in the organisation to achieve the portfolio and charity's aims and objectives
- Attend regular team meetings and supervision sessions as required
- Undertake training and development as required
- Contribute to writing grant applications for future projects and core work

This is not an exhaustive list of tasks and you may be asked to undertake any other reasonable duties in connection with the role. Job descriptions are reviewed regularly and may be amended at any time in accordance with the needs of the organisation.

PERSON SPECIFICATION

Relevant Experience	**Essential**	**Desirable**
Establishing and building effective relationships with diverse people and groups	x	
Project coordination	x	
Negotiating and communicating with diverse audiences	x	
Marketing, communications or sales experience	x	
Knowledge and understanding	**Essential**	**Desirable**

The values and ethos of local giving and community participation	x	
Knowledge of local businesses and their priorities		x
Knowledge of the local area and communities.		x
Skills and abilities	**Essential**	**Desirable**
Ability to work on own initiative and to manage and prioritise own workload	x	
Develop collaborations and effective working relationships	x	
Strong influencing, negotiation and communication skills	x	
IT skills - MS Office, e-mail, internet and ability to adapt to and effectively utilise new software	x	
Excellent command of written and spoken English.		x
Personal qualities	**Essential**	**Desirable**
Empathy, diplomacy, solutions focused, imaginative and practical, interest in local community and businesses, team player.	x	

AVAILABILITY

This post requires working on occasional evenings and weekends and involves regular travel around the borough to local businesses.