

SevernNet Engagement Officer (Part-time) Job Description



SevernNet seeks an enthusiastic, self-motivated individual who shares our vision and is able to work part-time and from a base at their home or the SevernNet office. We seek somebody who is inquisitive, well-organised and is familiar with the local area or willing to learn. The role can be varied but we principally seek a candidate who is computer literate with a knowledge of the Microsoft suite of programmes and social media; who can work with us to develop and enhance a database for businesses in the area; visit those businesses to engage with senior staff; and encourage participation in a business support programme where appropriate for the business.

SevernNet is a social enterprise run by and for the businesses and community interests across Portbury Avonmouth Severnside (PAS) from Royal Portbury Dock to the Western Approach Industrial area and Severn Beach. Our purpose is to enable cooperation and collaboration across the area to collectively address common problems and take advantage of opportunities.

Reporting to the SevernNet Director

- This is a part-time fixed-term self-employed contract for 8 hours per week, running from March to end September 2022. Contract may be extended if additional funding can be secured. Hourly rate £15.
- Hours can be flexible to meet your circumstances and those of the team and the needs of the project.

If you have not been previously self-employed our team will provide you with guidance.

Role Responsibilities

- Able to act as ambassador for SevernNet and Portbury Avonmouth Severnside
- Identify and list businesses likely to be present on the industrial estates in the Bristol area of Avonmouth/Severnside; and check if in the SevernNet Contacts database
- Prepare lists for each industrial estate to support leaflet dropping and door knocking
- Assist with leaflet dropping and door knocking and updating SevernNet database after visits
- Deal with responses to an on-line web form, follow up calls and related admin and database update
- Liaise with SevernNet team and the NEBES team
- Set up profiles on the SevernNet website for businesses who sign up to the NEBES business support programme and SevernNet membership
- Help set up, promote, administer, run and follow up two supply chain events
- Help design, set up, test, populate, promote and roll out a supply chain promotion/matchmaking service on SevernNet website

Skills and competencies

Ability and willingness to learn, together with self-belief and good IT and social skills are more important than qualifications. Competent in English and Maths.

- Self-confident, able to work on own initiative and as a part of a team. Able to plan and manage own workload with focus and discipline.
- Good communicator and team player, keen to liaise with colleagues to deliver results and enable SevernNet and the area to prosper
- Eager to learn with an enquiring and curious mind; and able to have, share and apply ideas for improvement. Prepared to offer ideas on how to approach things and get things done

- Able to travel around the Portbury Avonmouth Severnside area using bus, train, bike, e-bike and/or car. Loan bike available.
- Competent IT user. Comfortable with Microsoft Office programmes including Outlook (email), Excel, Word and Powerpoint
- Able to use email, respond to emails, interpret responses, update database etc.
- Able to use tablet/phone/notebook to keep track of businesses and conversations whilst 'out and about'.
- Able to use wordpress (website platform) and social media (facebook) and LinkedIn or have some experience
- Comfortable / prepared to talk to new people in a variety of settings, gain their trust, encourage them to share information and secure responses
- Good administration skills which can be applied to tracking progress, updating a database, keeping records and setting up an event

To Apply:

Please email your CV and a short letter outlining your motivation for applying to Kate Royston at kate.royston@severnnet.org.

Closing date: Sunday 27th March 2022.

Interviews week of 28th March 2022.