

**Job Placement title** Administrative and Project Manager Assistant

**Company name** Wakefield BID

**Job Placement summary** (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

Wakefield Business Improvement District is looking for a dynamic, efficient administrative and project assistant to work with the BID Director to deliver the BID Business Plan.

The work is extremely varied; you must have very good interpersonal skills as you will be meeting and working with all stakeholders and levy payers. Roles include attending meetings, producing agendas, minutes and all other reports needed. General office admin, updating database, helping with organisation of AGM/Board/Management meetings and updating of website and social media. Projects within the BID area, keeping up to date relevant work flow reports, compiling financial reports with the BID Director making sure that projects are delivered on time and to budget. Liaising with the project delivery company to ensure what the BID has agreed to be delivered is delivered. Follow up after project/event to measure impact of the event and how it has benefited the levy payers of the BID area. Sent relevant information to levy payers and help with marketing of the BID. All other duties which during the course of the working day require completion.

**Essential skills, experience and qualifications** (please do not use bullet points)

Interpersonal skills  
Efficient  
Dynamic  
Computer Literate, word, excel, powerpoint database  
Good Organisational Skills  
Be able to work occasionally in the evening and weekends - depending on events  
Research

Job category (DWP use only)

<b>Number of hours per week</b>	25
<b>Working pattern and contracted hours</b> (including any shift patterns)	Mon-Fri 9am-5pm may need some evening and weekend work depending on events/projects being delivered
<b>Hourly rate of pay</b>	Min rate of pay