



## **Camberwell Business Network - Engagement Officer**

### **Role**

To support the work of the Camberwell Business Network (CBN).

To engage with local businesses, and create and maintain a database of business contacts.

To research informative and interesting topics for the e-newsletter, and distribute to the database, and build and maintain a social media presence.

To coordinate business outreach events; including finding a venue, arranging catering, managing the budget, booking relevant speakers and inviting attendees.

To produce progress reports based on the engagement activity.

To liaise with the Chair, CBN members and with the SE5 Forum as required.

### **Main tasks**

- Carry out face-to-face engagement with local businesses to carry out a survey and capture contact information
- Carry out telephone engagement with local businesses to carry out a survey and capture contact information
- Maintain a database of local businesses with up-to-date contact information
- Build and maintain a social media presence, including CBN Facebook, as required
- Research relevant content for the e-newsletter
- Compile and send out the e-newsletter to the database
- Arrange business outreach events, including finding venues, catering, speakers and inviting attendees
- Write progress report
- Support the Camberwell Business Network as required
- Abide by the conditions of the grant for this project set by the funder Southwark Council, e.g. political impartiality

### **Personal Attributes**

Well-organised

Good interpersonal skills

Can-do attitude

Flexibility

### **Skills and experience**

Skilled in IT and social media

Strong written and verbal communication

### **Desirable**

That the applicant lives/works locally – ideally in Camberwell

Relevant experience, e.g. working with local businesses, surveys, communications

**Terms**

Contractor status

Paid on an hourly rate at £14.50 per hour

Hours are not guaranteed, or fixed, but are typically 5 hours per week

The contract is for 52 weeks

**Contact**

To apply, please email your CV including two referees and a short cover letter/email to arrive by 5pm, **Friday 22 June 2018 to: [admin@se5forum.org.uk](mailto:admin@se5forum.org.uk)**

*The SE5 Forum for Camberwell is a grassroots, non-political umbrella organisation that exists to work for the improvement of Camberwell to benefit all members of our diverse community. The SE5 Forum is supporting the Camberwell Business Network with the help of a grant from Southwark Council.*