**Graduate Internship Programme – Employer Job Description**

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| **Job title** | BID Project Coordinator |
| **Organisation** | Safer Business Hounslow |
| **Line manager who the intern will report to** | Lisa Rides, Office Manager / Alan Rides, CEO |
| **Is this role hybrid working or permanently onsite at your company?** | Hybrid working |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Hounslow Business Improvement District (BID) needs a project coordinator to undertake research work with the Chamber of Commerce and local retailers to make the Hounslow High Street area a better place to shop and help get a BID established. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of a graduate-level project (s) assigned by a line manager from the Lisa Rides / Alan Rides.  The post holder will be working within a team and will be expected to use their initiative and undertake self-directed learning within a supportive environment to develop their skills and gain a good working knowledge of the Safer Business Hounslow policies and procedures and of the wider University, to make a positive contribution to the team and the Safer Business Hounslow.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * Professionalise your work perspective * Help you gain experience working with major retailers * Experience working with senior-level businesspeople * Help you meet potential future employers * Build confidence |

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| **Key areas of responsibility** |
| * Market research * Face to Face meetings * Phone calls to retailers and local authority * Liaising with other team members * Clerical duties using word/excel / CRM |

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| **Skills/knowledge that would be desirable** |
| * Well spoken * Knowledge of word/excel * CRM Management * Confident in having face to face meetings * Be able to report back findings of key tasks |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024