

## **Administration/Communications Officer-Go Forth Stirling**

**Location:** Stirling

**Salary:** £17,000 pro rata for a 16 hour week-days to be agreed and also subject to work priorities

### **Overview**

Here at Go Forth Stirling, we're more than just people who implement projects and initiatives, we are passionate about our city centre and are striving to make it a great place for those who shop, work, live and visit. We're a warm, friendly, forward-thinking team supported by a Board of Directors, all of whom are people invested in the city centre. We are a new Business Improvement District with some exciting plans!

### **Your new role**

We are looking for someone to support the BID team in the ever important areas of administration and business liaison. This role is crucial to ensure all paperwork is organised in an efficient manner, and that all regulatory procedures in terms of board papers and relevant meetings are followed. Together with this, it is not a solely office based role, and a degree of liaison with city centre businesses will be involved.

Working closely with the BID Director to deliver agreed business plan outcomes on time and in budget under the key strategic objectives.

Deliver an administration support service for invoice processing, budgetary information, report collation, minute taking, database management and all matters related to the paperwork of the board that governs the BID.

Working with a wide range of partners and town centre stakeholders both at a local and national level.

Liaising with media and marketing teams to ensure continual feed of information to promote Stirling City Centre. ☒

### **Essential Skills**

A good working knowledge of Microsoft Excel and Word

Administration and attention to detail

A good communicator

Accounts experience

Working with databases

Working with a wide variety of stakeholders

### **Desired Skills**

Some marketing and communications experience

Interested? For further information please contact Jon Walton on 01786 235030 or email [jon@goforthstirling.co.uk](mailto:jon@goforthstirling.co.uk)