

JOB DESCRIPTION

JOB TITLE Part Time Business Liaison Officer Maternity Cover

SALARY **Depending on experience.**

MAIN PURPOSE OF THE JOB

- The post holder will be the principal point of contact between schools, Chamber of Commerce, DYW and Business Community

TO WHOM THIS POST REPORTS

Developing Young Workforce Lead

MAIN RESPONSIBILITIES

- Proactively develop relationships with Head Teachers, School Council, Schools Enterprise Officers, Project Facilitators, DYW Teams and the Business Community.
- Assist schools to identify their enterprise needs and source assistance from the Business Community to meet these needs.
- To assist with the compilation of the content for the magazine
- To answering telephone, dealing with any enquiries as necessary
- To maintain accurate information on activities relating to the project
- To carry out any other tasks as specified by the lead

KEY COMPETENCIES

- Communication
- Influencing
- Team Working
- Computer Literate
- Networking

Additional Information: Drivers licence and transport required.
Fixed-term: November – June 2022

Closing date: 4pm, 22nd October 2021

CV and Cover Letter to: ghays@ayrshire-chamber.org