



Business Liaison

Location of Position/Department: Home / Businesses

Responsible To: Jasmine Rigby, Project Co-Ordinator

Time Commitment: Ad hoc

Number of Placements Available: 2

Purpose/Summary of Role

Liaise and recruit businesses to be part of the discount scheme for the Loyalty Card Project.

Description of Tasks

- Contact with businesses to tell them about the project
- Assist with business enquiries
- Build rapport with businesses and keep them updated of the project
- Update Project Lead on contact with businesses

Training and Support

Work Buddy: Jasmine Rigby

- Induction to the Organisation
- Full training on all aspects of the role
- Regular Updates from Employment Academy Mentor
- Personal Development Plan
- Participation in the Volunteer Rewards Programme



Reimbursement of Expenses

Out of pocket expenses will be reimbursed;

- Mileage costs @ 40p per mile from home to place of volunteering
- Public transport costs reimbursed on receipt of valid ticket
- Lunch (conditions apply)
- Child care (conditions apply)

How to Apply

- Email jasmine.rigby@creatingenterprise.org.uk or Telephone: 01745 3355684
- Express an interest in which role you are interested in
- Speak to Jasmine Rigby

Line Managers' Signature:

Date:

