https://thesbr.org.uk/job/heritage-waterwheel-project-assistant-2-2-2/

Biosphere Business Partnership Network Support Officer

Description

The Business Partnership Network Support Officer helps Sustainable Business Resource implement the newly accepted Biosphere proposal, strengthening relationships between local businesses, community organisations, and environmental partners. This role gives students meaningful experience in business engagement, communication, and partnership development within a supportive, values-led environment.

The student will assist with mapping local business partners, supporting outreach communications, organising partnership meetings, and helping develop materials that explain the Advisory Network's purpose. They will contribute to the early implementation of Kieran's proposal, ensuring the network grows in a structured, gentle, and community-centred way. The role blends business administration, communication, and strategic support.

Key Responsibilities

- Help maintain and update the Business Partnership Network contact list
- Support outreach to local businesses, CICs, charities, and organisations
- Assist with preparing meeting notes, agendas, and follow-up actions
- Contribute to the implementation steps outlined in the Biosphere-accepted proposal • Help design simple communication materials explaining the network's benefits
- Support the organisation of small partnership events and briefings
- Maintain accurate records of interactions, progress, and partner feedback

Project Components

- Business partner mapping
- Outreach and communication
- Meeting preparation and follow-up
- Implementation of the Biosphere proposal
- Digital documentation
- Contribution to Biosphere's partnership strategy

Skills Gained

- Business communication and outreach
- Partnership development
- Meeting organisation and administration
- Strategic thinking and project implementation
- Digital documentation and record-keeping
- Gentle leadership and community engagement

Safeguarding & Safety Notes

Employment Type

Part-time, Intern, Volunteer

Working Hours

24–30 hours total (4–5 weeks × 1 day per week)

Duration of employment

Optional extension to 120 hours across the academic year

Experience

No Previous Experience Required

Reporting Line

Reports to: Sustainable Business Resource Partnerships Lead

Secondary support: Biosphere Project Manager

Expected Outputs

- A structured partner contact list
- A short implementation progress summary
- Draft communication materials for the Business Network
- Contribution to Biospheres partnership development archive

Date posted

November 4, 2026

- All external communications supervised
- Clear boundaries around professional contact and representation
- Emphasis on emotional safety, confidence-building, and supported communication
- No unsupervised partner meetings