



Operations Assistant

Organisation: We Are Weymouth / Weymouth BID

Job Title: Operations Assistant

Hours: Part-time

Reporting to: Chief Operations Officer

Working with: Chief Operations Officer, Operations Assistant and wider team

Company Overview

We Are Weymouth is a dynamic Business Improvement District (BID) initiative dedicated to enhancing the local trading environment and community in Weymouth. Supported by local businesses through a levy on non-domestic rates, our team works to improve, market, and shape Weymouth for the benefit of businesses and residents alike.

Purpose of the Role

To provide flexible, practical and administrative support across the day-to-day work of We Are Weymouth.

This is a varied role combining office administration, business engagement, events and activities, communications, data management and hands-on operational support. The successful candidate will need to be organised, adaptable and comfortable moving between different priorities while maintaining excellent attention to detail.

Key Responsibilities

Administration & Organisation

- Provide day-to-day administrative support to the team.
- Maintain accurate records, files, databases and contact information.
- Assist with reports, correspondence and other documentation.
- Help coordinate meetings, appointments and activities.
- Ensure information is accurate, well-presented and kept up to date.

Events & Operational Delivery

- Assist with the planning, preparation and delivery of events, campaigns and activities.
- Provide practical, on-the-ground support when required.
- Liaise with businesses, suppliers, partners and other stakeholders.



- Assist with event administration and coordination before, during and after activities.
- Be prepared to work flexibly when events or activities require it.

Business Engagement

- Communicate confidently and professionally with Weymouth businesses.
- Help distribute information and keep businesses informed about BID activities and opportunities.
- Gather feedback and information from businesses and ensure this is accurately recorded.
- Support positive relationships between We Are Weymouth and the local business community.

Communications

- Assist with preparing and distributing emails, newsletters and other communications.
- Support the team with website and social media updates where required.
- Help gather information, photographs and content relating to BID projects and activities.
- Ensure communications are accurate and consistent.

Data & Reporting

- Maintain accurate business and stakeholder information.
- Input and update data with a high level of accuracy.
- Assist with monitoring activity and producing reports.
- Help ensure records and information can be easily accessed when required.

The Person We're Looking For

We are looking for someone who:

- Is highly organised with excellent attention to detail.
- Is flexible and adaptable, recognising that priorities can change quickly.
- Is proactive and comfortable taking responsibility for getting things done.



- Enjoys a role with plenty of variety, from administration to supporting events in the town.
- Is confident communicating with businesses and members of the public.
- Has good written and verbal communication skills.
- Is comfortable using standard office software, email and databases.
- Can manage competing priorities and work to deadlines.
- Can work independently while also being a strong team player.
- Has a practical, positive approach and is willing to get stuck in.
- Takes pride in producing accurate, professional work.
- Has an interest in Weymouth and in supporting the success and development of the town.

Nature of the Role

This is not purely a desk-based position. The role requires someone who is equally comfortable completing detailed administrative work, talking to businesses, supporting projects and being out and about helping deliver events and activities.

Flexibility is key. There will be occasions when activities or events take place outside normal working patterns, and the successful candidate should be willing to support these where reasonably required.

Above all, we are looking for someone who enjoys variety and wants to be part of a small team making things happen in Weymouth.

Pay: £13.21 per hour

Expected hours: 20.0 – 28.0 per week

Benefits:

- Company pension
- Sick pay

Work Location: In person

Please apply with your CV and covering letter to info@weareweymouth.co.uk closing date 21st October