



Role: SCR Growth Hub Gateway & CRM Officer
Hours: 37 hours per week
Contract: Fixed Term – 31 March 2021
Salary: £24,313 - £26,999 per annum
Location: Broad Street West, Sheffield, S1 2BQ

We are a region with a growing economy, major new investors and a plan to grow and attract new businesses, invest in the talents of our communities and play a major role in tackling the UK's productivity challenge.

Through the Mayoral Combined Authority (MCA), led by Mayor Dan Jarvis, and the private sector led Local Enterprise Partnership (LEP) we have a strong public-private partnership in place and are well placed to deliver on our ambitions for the region.

To help us do that we are looking for talented people to join our team.

We are looking for a self-motivated individual who has experience in providing an effective first line advisory service and CRM administration to join our team in the role of **Gateway & CRM Officer for the SCR Growth Hub**. We require someone who can offer the following:

- Ability to provide the first line of support to businesses within the SCR, undertake the initial diagnosis function and make appropriate referrals for support both within and external to the Growth Hub
- Experience of proficient administration, utilisation and updating of a CRM for reporting and monitoring
- Experience of building and maintaining productive relationships with stakeholders
- Have good organisation and time management skills
- Good problem-solver, adapting to changes in circumstances or information
- Knowledge of CRM requirements and protocols

In return, we offer a competitive salary, access to a local Government Pension Scheme and the chance to be part of an organisation where you can really make a difference.

Located in a vibrant city centre location, we are well-placed for transport links and encourage employees to take advantage of the active travel facilities we have such as bike storage and shower/changing facilities. We believe in a healthy work/life balance.

For further information, or for an informal conversation about the role, contact Louise Bermingham or Andrew Rowley on 03330 00 00 39 or growthhub@sheffieldcityregion.org.uk

Applications no later than: Tuesday 11 June 2019

Interviews to be held on: Monday 24 June 2019

How to apply

Please apply online at <https://sheffieldcityregion.org.uk/> or email recruitment@sheffieldcityregion.org.uk to request an application pack or alternatively call our 24 hour recruitment line on 0114 2211 223