JOB DESCRIPTION

Effective Date: November 2026	**Location: The Business Terrace/Maidstone House**
Job Title: Assistant Economic Development	**Grade: 8**
Responsible to: Economic Development Officer	**No. of Staff Responsible For: 0**

PURPOSE OF JOB

Based at the Business Terrace the councils dynamic co working space in the heart of Maidstone Town Centre the role will provide support to the Economic Development Officer and Economic Development Manager to deliver large scale projects and business support programmes in support of corporate objectives defined by the Economic Development Strategy and action plan, Corporate Plan and Town Centre Strategy.

The role will also provide administrative and communications support to the Economic Development Team, including updating social media channels, preparing promotional materials and assisting with marketing campaigns.

MAIN ACCOUNTABILITIES

a. Supporting the Economic Development Officer to deliver a variety of projects as identified in the Economic Development Strategy and wider corporate objectives to help grow the local economy.
b. Organise and attend Economic Development events.
c. Support the Economic Development Officer working with internal teams and external partners and in some cases become the main point of contact.
d. To support the Economic Development team in the delivery for the councils new £500,000 rural economic development programme, including business grant support.
e. Develop substantial and enduring relationships with Business Terrace tenants, advisors, Terrace-members, delivery partners and other users.
f. To input on media campaigns to promote the Business Terrace and economic development services.
g. Ensure hotdesking and virtual offices documentation/online bookings are completed in a timely fashion.
h. Provide administrative assistance during business events hosted at the Business Terrace and online.
i. Ensure documentation for relevant grant schemes, programmes and projects delivered by the Economic Development Team are up to date and stored effectively within the councils required retention periods.
j. Provide support in responding to routine enquiries relating to business support programmes, grants, and initiatives.
k. Input into the assessment of business support and Economic Development team performance against targets including monitoring and performance management tasks.
l. Contribute and develop content for the website and help in updating and maintaining social media sites.
m. Monitor, collate and analyse financial and statistical information on economic development and related matters, including the team's key performance indicators.
n. Contribute to research and implementing best practice in projects that generate jobs and new business creations

- As a customer focused role, be able to communicate with our customers at the agreed level.
- Commitment to the Council's Strategic Plan.
- To undertake any training and development as required.
- To comply fully with the Council's Equal Opportunity Policy.
- To comply fully with the Council's Health and Safety at Work Policy.
- To assist as required in the Council's Emergency Plan.
- To comply fully with the Council's IT Security Policy.
- To undertake other duties commensurate with the grade of the post.

PERSON SPECIFICATION

Assistant Economic Development Officer

Attributes:		Essential/ Desirable	Assessed By
Education, Training and Knowledge	Educated to NVQ 4 level, or equivalent, or able to demonstrate experience of similar work.	Essential	Application /Interview
	Ability to communicate clearly and effectively, adapting communication style to suit different audiences at all levels across departments within the council, external partners and business owners.	Essential	Application /Interview/ Assessment
	Administrative and commercial/business IT skills – including databases, word processing and e-mail.	Essential	Application /Interview
	Experience of using CRM systems and website content management systems (CMS), with strong digital and internet-based skills.	Essential	Application /Interview
	Knowledge and awareness of economic development issues and initiatives and the role of local authorities in a business support and regeneration context.	Essential	Application /Interview/ Assessment
	Enthusiastic, innovative and able to work on own initiative.	Essential	Interview
	Ability to identify and resolve problems and use negotiation skills to achieve positive outcomes.	Desirable	Interview
	Full clean UK driving licence, with ability to attend different office locations.	Essential	Application
Experience	As this is a customer focused role the ability to converse at ease with customers adapting communication style to suit differing audiences and provide advice in accurate spoken English is essential.	Essential	Interview
	Experience of office management.	Essential	Application/ Interview
	Experience of producing well written, clear and concise information.	Essential	Application/ Interview

COMPETENCY PROFILE

Work Together	• Be a team player • Support others • Helps the team to try different ways of thinking and working • Shares skills and knowledge • Communicate well
Respect Everyone	• Treat everyone fairly and with respect • Include everyone • Challenge bias
Develop and Grow	• Give and respond positively to feedback • Keep learning • Try new things
Make a Difference	• Take responsibility • Be a problem-solver • Be open to new ways of doing things
Care	• Be honest • Provide a great service • Take care of yourself and others