

**Inward Investment Manager (20 hours per week)**  
**£26,000 per annum (£14,000 pro rata)**  
**Watford, Herts**

Our Client, a high profile organisation working with businesses within Watford and West Herts are seeking to recruit a part-time (initially 20 hours per week) Inward Investment Manager.

A new position that is being created, this role will be responsible for promoting Watford to UK, European and International businesses seeking to relocate, encouraging them to choose Watford as a town to bring their business to as well as helping to retain businesses within the Town

This is an exciting opportunity to make a positive impact within the local community and to grow and develop this opportunity further.

**Responsibilities**

This role will involve (but is not limited to):

- Networking and building relationships with senior management within medium and large business organisations
- Conducting market research on local business and developing initiatives for identifying and attracting new companies to the Watford area.
- Meeting local business and finding out their needs and what would particularly help them expand – offering advice and guidance as well as referring appropriate matters to other stakeholders including the Local Council and other business support agencies.
- Identifying companies which may be seeking to relocate from the area and working with local stakeholders, including the local authority, to ensure their retention within the Watford area.
- Keeping abreast of the local property market and working with local property agents to keep up to date with property and sites that have good potential for industrial or commercial developments.
- Aiding the conception, development, preparation and distribution of marketing and promotional materials for the town to attract new business to it.
- Working with private and public bodies including East of England International (EEI), The Department for UK Trade and Investment (UKT&I), Hertfordshire County Council and the local authority to promote inward investment opportunities.
- To act as the key point of contact for response to any inward investment enquiries to the area.
- Arranging local site visits for potential new investors/employers to the area.
- Maintaining existing and future resources, including updating proposed web based resource.
- Offering advice and guidance to potential investors on information, research, funding, other agency support and business planning.

- Preparation of regular monitoring analysis and reports to inform key stakeholders, such as the Local Strategic Partnership, on progress and identifying further initiatives and actions to promote inward investment.
- Integrating inward investment work with other work streams within the organisation.
- Working closely with Inward Investment Managers within towns across the UK

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Additional duties may be required from time to time and are not identified above and shall be consummate with the nature, grade and demands of the job as described.

### **Candidate requirements**

This role will suit a self motivated individual with excellent communication and interpersonal skills.

Suitable candidates will have experience and be able to demonstrate the following skills:

- The ability to liaise and build relationships with Senior business Personnel
- A good knowledge of Watford and the surrounding area
- Strong organisational and communication skills
- Good at solving problems
- Excellent analytical skills
- A creative and innovative thinker
- Be able to work independently, being both office and field based
- A self starter – the ability to bring new ideas to the role, think outside the box and build a role from scratch
- Be used to working in target orientated environment
- Good PC skills
- Confident presentation skills
- Ability to work collaboratively with both public and private stakeholders

Experience working within a marketing, commercial property, business development or senior management business role will be a strong advantage.

To apply, please e-mail your CV to: [sarah@recruitmenthelpdesk.co.uk](mailto:sarah@recruitmenthelpdesk.co.uk) .

For further information please call: 0845 362 3263.

Application deadline: Friday 25<sup>th</sup> January 2010

Please note:

Only short listed candidates will be contacted.

Applicants must have eligibility to work in the UK.