

We are looking for...

An Engagement Lead

As an engagement lead at BIOHM you will be exposed to the commercial functions of the company supporting internal and external communications and administration as we tackle one of the most exciting phases in BIOHM's history. As we embark on a journey of rapid scaling whilst continuing to challenge perceptions and inspire transformations in industry to tackle the climate crisis and address social injustice, we will be growing our team of 'bioneers'. We are looking for a people champion with a 'lust for life' and experience in business administration, communications, marketing and team building. In this multifaceted role, you will be supporting the management of BIOHM's London HQ office and business administration functions, leading marketing campaigns and curating social media content, managing incoming enquiries, supporting client and team communications and building and enriching the team culture.

What you need to be great at...

Diligence | Detail-oriented yet mindful of efficient working techniques. Experience in business administration with an appreciation for sound processes, procedures, policies and structure.

Foresight | As this is a multifaceted role that forms bridges between the company's directors, management, team, clients and the world, a high level of foresight and a proactive nature will be essential. Being aware of the needs and motives of each of these groups and being able to predict the behaviour of your direct points of contact is key.

Technical competence | Experience in marketing functions and a passion for the psychology of human behaviour. Familiarity with social media platforms and content. Proficient in content creation software (Adobe suite) with advanced writing skills - a lover of words. Love building relationships and supporting colleagues in becoming the best version of themselves. Able to learn new paradigms quickly and look to continuously improve and find better ways of doing things. Approach things from new perspectives and challenge preconceptions.

Excellent critical judgement | Able to make good decisions, be trusted, respected and dependable; be proactive and responsive; ask questions; raise flags at the appropriate time and able to prioritise and plan workloads.

Mindfulness & Intuition | Be considerate of the implications of your work, really care about what you are doing and the impact of your contribution. Be committed to raising your emotional and social intelligence levels in order to intuitively engage with the team and clients and predict behaviour. Have an admiration for people and be intrigued by human psychology.

Climate and Social Action Champion | Passionate about taking immediate action to address the climate crisis and fundamental social issues and determined to make significant impact. Knowledgeable of current affairs, social issues, the political climate and political agendas. Keen on maintaining up-to-date knowledge of local and global events and conversations.

Communication | Be willing and able to share the details of your work with colleagues and clients - frame your work in a way that your audience can understand and value transparency.

Coaching and mentoring | Teaching concepts, listening and adapting with empathy and a motivation to understand what makes others tick.

Team leading and team spirit | We are all contributing to the same goal, so be a great individual contributor but be more motivated by leading the team to achieve - we only win if the team wins - see the impact of your own work and positively influence and support the work of others.

Initiative | Get stuck in, execute, generate ideas and be confident in your impact. As a member of a small fast-growing team, you will need to have the confidence to take initiative and voice your opinion for the benefit of achieving our collective vision.

Commercially minded | Whether you call it business savvy or street-smart, you will need to demonstrate a high level of business acumen.

What you will be doing...

Leading business administration functions | Set the foundations for BIOHM's business administration systems, databases and activities - identifying, creating, managing and maintaining the appropriate platforms, forms, processes and protocols to ensure the smooth operation of BIOHM's commercial function. This may include the formalisation of company policies, the implementation and upkeep of step-by-step processes that enable streamlined project management and bookkeeping and the creation of client-facing letters, reports, presentations and proposals.

Leading marketing campaigns and curating social media content | Work with BIOHM's team to organise and lead marketing campaigns that are aligned with the company's aims, objectives and product launches and are responsive to the current social, economic, political and environmental ecosystem. This involves managing the campaign internally and externally, curating social media and press content, running creative workshops with BIOHM's team and initiating collaborations with aligned organisations and influencers.

Managing incoming enquiries and digital communications | Build on BIOHM's streamlined approach to managing incoming email and website enquiries and involve relevant team members where and when appropriate. Ensure consistent and cohesive messaging across all social media platforms, private networks and the company website.

Client account management | Manage and maintain the most appropriate method, database and/or platform for client relationship management and build complimentary communication systems with BIOHM's commercial team to keep client accounts up to date.

Support team communications and enrich team culture | BIOHM's team have collectively developed a set of values that embody the company's culture and leadership position. You will be leading the manifestation and implementation of these values in all internal and external communications as well as finding new and creative ways to maintain and enrich the team culture as we scale.

London HQ Office Management | Support BIOHM's team in organising meetings, booking transport and accommodation, organising company events and maintaining stocks of office and catering supplies.

Salary | £25-30K (Experience dependent)

Location | London, UK Start Date | July-September 2021

Permanent | Full-time

We want (you) to join (y)our revolution!

If you do too, please fill out the form at the bottom of the page and we will be in touch shortly