

ADMINISTRATOR

Location: Streatham / London / Hybrid

Hours: Part time (2 days per week)

Reports to: BID Manager

Start date: TBC

Contract: Freelance / Flexible

Start date: March 2026 onwards

About InStreatham BID

InStreatham BID represents and supports over 500 local businesses, delivering projects that improve safety, cleanliness, business engagement, place shaping and marketing across Streatham. The BID works closely with Lambeth Council, Transport for London (TfL), the Greater London Authority (GLA), community organisations and national and independent businesses to improve the high street and drive local economic growth

About the Role

We're looking for a highly organised Administrator who can keep the BID's operations running smoothly. This role supports finance admin, governance, CRM, inbox management, supplier coordination and event administration. You'll be the backbone that ensures documents, processes and data are accurate and up to date.

Key Responsibilities

Finance & Administration

- Process incoming invoices and prepare payment batches.
 - Maintain invoice tracker and supplier records.
 - Keep contract logs updated (renewals, expiry dates, KPIs).
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Governance & Meetings

- Prepare Board agendas, papers and schedules.
 - Take minutes and maintain action logs.
 - Support AGM and annual reporting preparation.
 - Maintain governance registers (conflicts, directors, licences, contracts).
 - Attend out of hours meetings where needed
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Inbox & CRM Management

- Monitor info@ inbox; triage and redirect queries.
 - Update CRM with business changes, categories, notes and contact info.
 - Maintain accurate data for levy payer records and reporting.
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Licensing & Compliance

- Keep records of all licences (TFL, Lambeth, events, advertising).
 - Support event licensing and documentation.
 - Log and monitor street issues (graffiti, waste, fly tipping etc.).
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Project & Event Support

- Book suppliers and coordinate paperwork for events.
 - Help prepare promotional mailouts and documentation.
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General Operations

- Maintain shared drive, trackers and document libraries.
 - Support BID Manager with administrative tasks as required.
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SKILLS & EXPERIENCE

Essential

- Previous experience in administration or operations.
 - Excellent attention to detail.
 - Strong written communication.
 - Confident using Google Workspace or Microsoft Office.
 - Comfortable managing multiple tasks independently.
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Desirable

- Experience with CRM systems.
 - Familiarity with licensing or event admin.
 - Experience in a member based organisation, BID or non profit.
 - Knowledge of the local area.
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What You'll Bring

- Calmness, clarity and organisation.
- A proactive approach and pride in accuracy.
- Strong ownership of processes and deadlines.