

BUSINESS IMPROVEMENT DISTRICT MANAGER, LOVE NEWMARKET



Location: Love Newmarket, The Guineas Centre, Newmarket, Suffolk

Salary: £38,000 pa + performance related bonus

Purpose of the role:

To lead and manage the Newmarket Business Improvement District (BID), taking responsibility for delivering the agreed BID Business Plan. The BID Manager will represent the best interests of the local business community and the BID members and develop partnerships to benefit the prosperity of Newmarket town centre.

Key responsibilities:

Leadership

1. Lead the BID ensuring that businesses see real value for money as part of the BID.
2. Ensure project delivery working in conjunction with the Board to ensure projects meet the needs of BID businesses in line with the established business plan and deliver on time and in budget.
3. Proactively represent the BID at external stakeholder events to enhance the aims and the profile of the BID.
4. Devise and implement initiatives and projects to leverage additional funds and maximize the impact and investment in the BID as appropriate.
5. Ensure that the Chair and Board Directors are briefed on operational activities, including opportunities and threats where necessary.

6. Arrange, attend and contribute to Board/Director meetings as appropriate.

Human Resources Planning and Management

7. Oversee a positive, healthy and safe working environment in accordance with all appropriate legislation and regulations.

8. Accountability for all budgets. Responsible for advising the BID Board in setting the BID annual budget, expenditure and deliverables.

9. To manage, monitor and safeguard the financial position of the BID and to ensure that performance is in line with approved budgets and cashflow.

Marketing and Events

10. The BID manager will be responsible for organising and managing a variety of events aimed at raising the profile and the member experience in accordance with an agreed annual events programme.

11. The BID manager will work with key stakeholders to develop, deliver and maintain a social media strategy.

Key Relationships

The BID Manager will be expected to form positive working relationships with all organisations and individuals that can assist the BID achieve its business aims including but not exclusively:

- BID businesses
- BID Board members
- Press and Media
- Town/District Council
- Police
- Chamber of Commerce
- Property owners and agents

The BID Manager will also be required to oversee the performance and development of the Town Rangers.

Skills, Knowledge, and Experience

Candidates will be required to demonstrate the following:

Essential

1. Relevant experience at management and leadership level.
2. A good working knowledge of the factors that affect the economic vibrancy of a Town Centre.
3. A demonstrable track record of project delivery.
4. Experience working with membership organisations at a senior level such as the IOD, FSB, Chamber of Commerce, or from other industry or sector-based networks.
5. Experience of working with a range of stakeholders and partners from across the public and private sectors.
6. Ability to work with minimum supervision.
7. Ability to manage relationships with partners.
8. Strong and visionary leadership skills with the ability to delegate responsibility where appropriate.
9. Strong presentation skills including experience of public speaking and dealing with local and national media.
10. Strong communication, influencing and negotiating skills.
11. Experience of setting and overseeing budgets, excellent financial planning skills and attention to detail.
12. IT literacy.
13. Database management skills.
14. Strong organisational skills.

If you have any questions, please email steve@number4consulting.co.uk