

Altrincham BID Manager

The logo for Altrincham Unlimited, featuring the word "ALTRINCHAM" in a bold, white, sans-serif font above the word "UNLIMITED" in a smaller, white, sans-serif font, both set against a solid orange rectangular background.

The Altrincham BID Board is looking to appoint an exceptional leader to run the Altrincham Business Improvement District.

We are looking for a self-starter with the passion, enthusiasm and initiative to lead a small team in successfully delivering the projects set out in our Business Plan over the remaining three and a half years of the current term and through a re-ballot process.

The right candidate will be an inspiring and experienced leader of people with outstanding communication skills who is able to influence others and develop positive, collaborative relationships. You will have proven business skills and a real desire to achieve results which will enable you to deliver a clear return on investment for BID levy payers.

You must be an experienced manager and be confident, with strong budget management, excellent stakeholder engagement, effective project management skills and insightful ideas for future development in Altrincham town centre. A passionate champion of the BID, you will communicate its aims, objectives and successes to diverse audiences including levy payers, stakeholders and potential investors across public, private and third sector organisations. You will keep the Board fully up-to-date with all the information it needs to steer the BID programme through effectively.

Altrincham has undergone major improvement over the past five years with significant investment in the public realm, reduced vacancy rates and increased interest from both independent businesses and national chains.

Altrincham Unlimited represents 544 companies across a range of sectors, sizes and locations within the town centre. The BID will generate £1.4 million over 5 years to fund projects within 3 key themes identified in the BID Business Plan.

STARTING SALARY: £35,000 - £40,000 dependent on experience

CONTRACT TYPE: Permanent

HOLIDAY ENTITLEMENT: 25 days plus 8 bank holidays per annum

WORKING HOURS: 9am – 5pm with some evening and weekend work required

LOCATION: Altrincham town centre

TO APPLY: Please email CV and Covering Letter to katie.bland@altrinchamunlimited.co.uk

CLOSING DATE: Monday 17th July 2017

Job Description

Altrincham BID Manager

Main Purpose:

To lead and manage Altrincham's Business Improvement District and its team and deliver the Altrincham BID Business Plan through projects and initiatives aligned with the 3 key themes set out in the BID Business Plan:

- Experience Altrincham
- Business Altrincham
- Rediscover Altrincham

Key Duties and Responsibilities

External Focus

Leadership: the manager will act as the face and voice of the BID businesses, setting standards, engaging with stakeholders on their behalf and lobbying where needed to achieve the best possible trading conditions for the levy payers. The manager will work closely with the Board of Directors to develop the strategy and communicate this and BID delivery progress clearly to stakeholders and partners.

Stakeholder management: the manager will work with both levy payers and external stakeholders to understand their challenges, seek their insight and identify opportunities for the town and the BID and, based on this information, form practical campaigns to deliver outcomes beneficial to the levy payers and the town's trading environment.

Strategic development: the manager will review and research ideas and issues affecting the town centre or the BID and its businesses and report opportunities or threats to the Board to enable it to develop long-term strategies for future BID terms and/or develop response campaigns during the current term. The manager will also lead on the strategic marketing & communications strategy.

Fundraising & Income Generation: the manager will develop a plan to identify additional funding from relevant sources which will enable the BID to deliver over and above what is set out in the Business Plan. Such funding could come from voluntary contributions, grant funding, commercial activity or joint ventures with other delivery partners.

Internal Focus

Leadership: the manager will lead the BID team to deliver what is set out in the BID Business Plan. This will involve clearly interpreting the strategy set by the BID Board setting high standards for delivery and ensuring clear communications between all stakeholders. The Manager will also be aware when to seek professional advice on a range of business management issues.

Financial management: the manager will ensure that accurate and timely records of all financial transactions are maintained to meet the company's legal responsibilities and enable the production of monthly and annual accounts, working with the Company's accountant. Monthly management accounts will be required by the Board clearly showing progress on project delivery against budget and highlighting any areas of concern or opportunity. The

manager will ensure that the levy is collected in a timely manner by liaising with Trafford Council and report monthly on collections to the BID Board.

The manager will ensure that the audit process is concluded in a timely and accurate manner each year, liaising with and providing the relevant information to the Company's accountants. The manager will ensure that payroll and pension contributions are managed effectively.

Business Management: the manager will run the business to ensure that projects can be delivered on time and to budget, ensuring that action plans and budgets are prepared for all projects and negotiating contracts and setting KPIs. The manager will keep the BID Board fully informed at all times about progress and any risks to delivery of BID projects, financial risks or risks to the reputation of the BID.

The manager will be responsible for leading the re-ballot campaign, including developing a new business plan for the subsequent 5-year period, engaging with stakeholders to ensure that the plan meets their needs and then selling the concept to the voters prior to the ballot phase.

People Management: the manager will manage and lead the BID team, clearly setting out the strategy and direction of the BID and how projects are to be delivered and managed. The team is currently made up of 2 individuals, representing 1.6 full time individuals. This includes setting targets, KPIs and timescales and monitoring and evaluating progress through an appraisal process.

The manager will ensure that the HR function is operated in accordance with legislation, ensuring that relevant documentation is kept in relation to appointments, leave, pay and pensions and employee handbook. The manager will respond promptly to all team queries, taking specialist advice where necessary.

Other responsibilities include:

- To appoint contractors, and seek sign off by the BID Board, and ensure all works are delivered to a high standard, on time and on budget.
- To provide full reports for Board meetings, and present to the Board.
- To effectively manage the BID Advisory Groups and project or sector groups.
- To manage effective communications between BID members and official bodies, such as Trafford Council, Greater Manchester Police, Transport for Greater Manchester.
- To work in partnership with Trafford Council including sharing best practice and implementing joint initiatives.
- To work with public/private sector partnerships
- To maintain up to date records in relation to the BID membership community and levy collection.
- To monitor performance and lead on evaluation of the BID's effectiveness and ensure that baseline services for which Trafford Council is responsible are delivered.
- To act as an ambassador for the BID locally, regionally and nationally and be an advocate for the effectiveness of the BID and Altrincham town centre, through seminars, speeches and press activity.
- To work to ensure the successful renewal of the BID after the first five-year term.

Contact current BID Manager, Katie Bland for more information on katie.bland@altrinchamunlimited.co.uk