



**Dorking Town Partnership BID Manager**  
**Salary c. £40,000**  
**A full-time fixed term contract until June 2022**  
**Closing date: 5pm 23rd June 2017**

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An exciting opportunity has arisen for an outstanding candidate at Dorking Town Partnership (DTP), a new organisation set up to deliver the first Business Improvement District for this traditional market town located in the beautiful Surrey Hills.

DTP is seeking to employ a BID Manager of the highest calibre to work to deliver the Business Plan for the Dorking BID, the town centre's Business Improvement District.

This is an ideal position for an organised and dynamic self-starter, the role offers an opportunity to play a key part in the successful economic regeneration of Dorking. You will be approachable, visible and accessible to our BID members.

Candidates are invited to apply that have a proven track record of developing and maintaining successful and productive business relationships at a senior level, ideally across both the private and public sector.

The BID focuses on promoting and developing the customer experience of Dorking town centre. You will ideally have experience of delivering major tourism and marketing initiatives as well as experience of public events.

The successful applicant will manage the annual BID budget in excess of £230k, maximise commercial funding opportunities within the city centre, leverage additional funding and return on investment to add value to the BID's activities, manage key project delivery and strategic development and be ready to lead on the campaign to extend BID activities beyond 2022.

As an excellent communicator you will be able to work closely with town centre businesses across all sectors, local stakeholders including the district and county councils and other local organisations, as well as more broadly through formal meetings.

Knowledge of the issues and opportunities faced by various business sectors locally and nationally is crucial. You will have direct experience in managing a wide range of diverse projects, town centre development, negotiating and delivering contracts, marketing and event management, street scene and operational experience.

Ideally you will have a demonstrable track record of developing initiatives in responses to specific business needs, ideally with private sector experience. You will also have experience of

reporting to Board level and taking responsibility for producing reports and gathering and presenting sector intelligence.

Your senior management experience will also mean that you have an appreciation and working knowledge of budget management, line management, and the appointment and management of third party contractors/agencies.

This position will be directly accountable to the DTP Chairman and members of the Board.

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**How to apply:**

- For an informal discussion about this position and to see the job description, please call or email Georgina Dawkins, BID Development Manager on 07979 802593 or [georgina@dorkingtownpartnership.co.uk](mailto:georgina@dorkingtownpartnership.co.uk)
- For more information about the Dorking BID and the BID Proposal, visit [www.dorkingtownpartnership.co.uk](http://www.dorkingtownpartnership.co.uk)
- To apply please email a comprehensive CV and a covering letter of no more than one side setting out why you are suitable for this role to [info@dorkingtownpartnership.co.uk](mailto:info@dorkingtownpartnership.co.uk) by 5pm on 23rd June 2017.
- All applications will be acknowledged by email.
- Interviews will be held in Dorking at a time and date to be advised.
- References will be required at a later date