

## **Job Advert**

### **Mansfield BID Manager**

Mansfield Town Centre is the largest town in Nottinghamshire. The town centre is a vibrant mix of sectors with a shopping catchment of over 100,000. Benefiting from regeneration sites, central transport network infrastructure and mixing old with new, the town centre continues to improve and move forward.

The Mansfield Business Improvement District has 520 levy payers with a core budget of £280,000 pa. The BID is currently in its 3<sup>rd</sup> year of a second 5 year term. The BID directly employs 5 core staff and 2 sub-contractors. A 5 year business plan dictates the direction and projects of the Mansfield BID and includes a successful Business Crime Prevention Partnership.

An opportunity has now arisen due to the departure of the existing Business Improvement District Manager for a self-starter with passion and enthusiasm to be appointed in to this position.

The BID board of directors is looking to appoint a person who will deliver the remainder of the 5 year business plan which ceases March 2020 and will look to take the BID through a successful re-election ballot ensuring the continued benefit of investment in to the town centre.

You will have outstanding communication skills and be able to influence others whilst developing positive working relationships with all partners and stakeholders. Along with this you will have sound business acumen enabling you to deliver a return on investment for BID Levy payers

Experience of BID's is desirable but you will be a passionate champion of Town Centre management and be able to communicate the BID's aim and objectives to diverse audiences. You will also need to demonstrate budgetary and line management experience and be able to work at board level. A key requirement is flexibility and having the ability to respond to changing landscapes within a town centre and place management environment.

### **Job Details:**

Job Title:	Mansfield BID Manager
Organisation:	Mansfield Business Improvement District Ltd
Salary:	£32,000-£38,000 per annum depending on experience and successful probation (plus additional benefits)
Reporting to:	Mansfield BID Chairman and Board of Directors
Responsible for:	BID Business Crime Manager; BID Marketing & Events Coordinator; x2 BID Ambassadors
Term:	Full time contract to 31 March 2020 (Extension dependent on successful renewal)

Hours: 37.5 hours with additional evening & weekend work

For further details and person specification please see:

<http://www.mansfieldbid.com/team/job-advert/mansfield-bid-manager-job-advert/>

### **Job Purpose**

To manage all elements of the existing 5 year BID business plan ensuring all objectives and projects are fulfilled with any new projects the board deem appropriate. To ensure all businesses within the BID boundary are supported and positive relationships are built with key stakeholders including the local authority, the police and other agencies.

Key Operational responsibilities:

- Work closely with the BID chair and board of directors to represent the BID at various management levels in a positive and professional manner
- To manage all BID programmes in accordance with the 5 year business plan
- Ensure inclusivity of all BID levy members responding to needs and changes within the town centre landscape
- Develop strong working relationships with businesses, partner organisations, stakeholders and members of the public where needed
- Where appropriate develop new projects and manage these projects effectively
- To represent the Mansfield BID and levy payers positively in all local and national media
- To maintain a knowledge of town centre and place management initiatives via networking bodies and seek to bring new initiatives to Mansfield town centre
- To continue to lead on core projects such as Purple Flag, Britain in Bloom, Townscape Heritage Lottery project and Town Team
- To develop tender briefs, contractor liaison and ensure value for money
- Seek to secure additional revenue and match funding for projects
- Assist in management of developing, marketing and running large scale events

Key Management Responsibilities:

- Responsibility for the Governance and financial performance of Mansfield BID Ltd
- Coordinate board meetings, structure agendas and provide reports on various format
- Provide regular financial reports and safeguarding of financial position
- Directly line manage 4 staff members and 2 sub-contractors
- Ensure effective measurement of performances on staff and projects
- Liaise with Mansfield District Council as the 'billing authority'
- Lead and advise on the 2020 re ballot

**This job description is to indicate a general level of responsibility and may develop due to change and development of a small company. This job description does not form part of any contract**

## **Person Specification**

### Essential:

- Educated to degree level or equivalent experience in a field such as town centre management, regenerating or project management
- Experience of working at senior management level
- Successful track record of managing multi- faceted projects / project delivery
- Experience of working across private, public and voluntary sectors
- IT aware – including social media
- Commitment to equality and diversity

### Desirable:

- Knowledge of the legislation covering BID's and working in a BID environment
- Experience of BID Ballot management
- General understanding of legal requirements of managing a company
- Understanding of business crime partnerships
- Experience of place management and / or marketing
- Knowledge of the changing landscape of issues facing businesses in town and city centres

### Key Skills and Abilities:

- Strategic management and leadership skills
- Operational / project delivery
- Strong influencing and negotiation skills
- Strong communication and networking skills – including effective relationship building
- Written, oral and presentation skills
- IT literate including social media
- Administration and financial management
- Strong business acumen
- Strong organisational and flexibility abilities
- Ability to work under pressure to deadlines
- Ability to be innovative and work on own initiative
- Able to work occasional late evenings and weekends

**Applications:**

To apply for this post please email CV with supporting statement laying out how you meet the criteria and covering letter to:

Sarah Nelson

Mansfield BID

1<sup>st</sup> Floor

8 Regent St

Mansfield

NG18 1SS

Email: [sarah@mansfieldbid.com](mailto:sarah@mansfieldbid.com)

Tele: 01623 635675

Application Deadline: **Tuesday 19<sup>th</sup> September 2017 at 5pm**

Interviews: **W/C 2<sup>nd</sup> October 2017**