



Job Description and Person Specification

Banbury Business Improvement District Manager

Job title:	Banbury Business Improvement District (BID) Manager.
Responsible to:	Banbury BID Board of Directors.
Reporting to:	Chair of the BID Board.
Responsible for:	Banbury BID staff team, consultants and contractors.
Duration:	Fixed term until 31 st March 2023 (Probationary period of six months).
Hours of work:	37 hours per week, with regular flexible working required, to include evening, weekend and bank holiday working.
Salary:	£35,000-£45,000 per annum, depending on experience, with eligibility for a contributory pension following the probationary period. A relocation allowance will apply if necessary.
Location:	Banbury town centre, Oxfordshire.

Background information

A Business Improvement District is being set up in Banbury town centre, with the aim of making Banbury a more vibrant and prosperous town where visitor numbers increase significantly and businesses flourish because of this. The BID is business-led and brings together a wide range of operators, from multiple retailers and independent shops to pubs, hotels and restaurants. The BID also involves partner organisations from the public sector.

The role will focus on delivering projects in the following five main project areas of 1. Better promoted 2. More vibrant 3. Better for Businesses 4. Better for visitors and 5. Working for BID levy-payers.

Applications

To apply for this post, please send your CV and a covering letter to chris@heartflood.co.uk by the deadline for applications, which is 5pm on Friday 19th January 2018. Interviews will take place on Monday 29th January 2018 and all applicants should be available on this date.

If you have any queries about this post, please email chris@heartflood.co.uk

Further information about the BID is available from www.banburybid.com

www.banburybid.com



Job purpose and key responsibilities

Governance & Administration

- To develop all policies and procedures, in agreement with the BID Board, to ensure the effective delivery of required processes including, but not limited to finance, legal, employment, procurement, health & safety and equal opportunities.
- To lead on BID member engagement and be responsible for effective and transparent governance and administration of the BID Company.
- To implement the strategic direction of Banbury BID working with and being accountable to the board of Directors in achieving the company aims and objectives.

Project Delivery

- To ensure the effective delivery of all projects as set out in the BID business plan and as agreed by the BID Board.
- To oversee all arrangements with Cherwell District Council and Banbury Town Council regarding the BID, including the BID operating and baseline agreements as appropriate.
- To oversee contracts and agreements with suppliers for services provided to the BID and to liaise with the Councils as appropriate.

Communications

- To develop & deliver an effective marketing and communications strategy to drive additional footfall into Banbury town centre.
- To communicate with BID members, partners, external agencies and key stakeholders to ensure their ongoing support for the BID.
- To foster a strong collective voice for BID members by putting in place effective communication systems with them.
- To position Banbury BID at the heart of the national Place Management network.

Business & Finance

- To design and implement appropriate levels of performance measurement against the BID Business Plan.
- To be responsible for securing additional resources & funding.



Job purpose and key responsibilities (continued)

Business & Finance (continued)

- To manage an annual budget of approximately £250,000, ensuring it is appropriately spent.
- Support the BID board in the production and submission of all appropriate company reports, accounts and returns.

Partnership working

- To act as the lead contact for the BID with external parties and develop strong relationships with senior representatives of BID member organisations.
- To form strong and productive partnerships with external agencies and key stakeholders.

Staff management

- To effectively build, lead and manage a staff team to deliver the aims & objectives of the BID.
- To oversee all staff management processes and procedures to ensure that staff are provided with appropriate levels of support, direction, motivation and leadership.

General

- To act as a champion for the BID company and the BID members.
- To undertake any other tasks commensurate with the role.



Person specification

Experience and knowledge

1. At least 3 years of strategic leadership and management experience.
2. Significant and successful experience of working with businesses within a town centre environment, preferably within the context of a BID, Town Centre Partnership, Retail or similar.
3. A proven track record of successful project management and delivery.
4. Experience of developing marketing strategies, preferably involving destination marketing.
5. A demonstrable record of successful event management.
6. Experience of working to a board of directors or similar.
7. A proven track record of leading and managing staff, overseeing contractors/suppliers and working with consultants.
8. Experience of building successful partnerships with different people & organisations.
9. An excellent awareness of the current issues facing town & city centres.
10. Extensive experience in financial & budgetary management.
11. Experience of company administration.

Skills and abilities

1. Strong personal skills and a passionate approach to delivery and results.
2. Educated to degree level or equivalent, although priority will be given to experience.
3. Excellent communication, influencing, negotiating and networking skills.
4. The ability to build consensus, work with stakeholders and develop partnerships.
5. Strong commercial awareness.
6. The ability to generate income and raise funding.
7. Very strong leadership skills.
8. Competence in the use of a range of business IT applications and social media.
9. Openness to new ways of working and the willingness to embrace them.
10. The ability to work flexibly to respond to the needs of multiple complex projects.
11. The resilience and tenacity required to drive significant change.
12. The ability to solve problems creatively.
13. A very innovative and positive approach.
14. The ability to deliver agreed plans to very high standards.