

Person Specification

CEO, Newbury BID

1. Education

- 1.1. Essential – Educated to degree level or equivalent in business, management, economics or politics.
- 1.2. Desirable - Membership of the Institute of Place Management.
- 1.3. Desirable – Relevant post-graduate qualification (i.e. MSC in Place Management).

2. Experience and Knowledge

- 2.1. Strategic leadership and management of an organisation, business or partnership.
- 2.2. Experience of creating and delivering a Marketing and communications plan and dealing with the media.
- 2.3. Significant experience of working collaboratively with businesses and public sector.
- 2.4. Experience of working to a board of directors.
- 2.5. A proven track record of developing and delivering business plans and projects.
- 2.6. Experience in procurement and contract/operations management.
- 2.7. Experience leading and managing a small team, including recruitment and HR practices.
- 2.8. Experience of bringing together partners and of working in a multi-stakeholder environment.
- 2.9. Experience in financial and budget management, including budget setting, accounts and monthly reporting to Directors or similar body.
- 2.10. Knowledge of the issues facing town centres, BIDs, and the local economy.
- 2.11. Working knowledge of local government politics and processes.

3. Skills and Abilities

- 3.1. Excellent communication, presentation, influencing, negotiating and networking skills, including the ability to build consensus, manage stakeholders and develop partnerships.
- 3.2. Strong commercial, financial and fundraising skills.
- 3.3. IT literate and aware of new ways of working.
- 3.4. Resilient and able to solve problems creatively and work under pressure.
- 3.5. Flexible, innovative and able to respond positively to changing circumstances.
- 3.6. Self-motivated with a can-do attitude.
- 3.7. Tactful and diplomatic.

4. Personal Characteristics

- 4.1. Adaptability – the role requires balancing of multiple tasks, prioritisation and a flexible and timely response to changing situations.
- 4.2. Collaborative approach – working co-operatively with others to set goals, resolve problems, and make decisions that enhance the effectiveness of the business.
- 4.3. Credibility – influential and commands respect as an authoritative figure.
- 4.4. Nurturing – provide mentoring, support to the team and actively encourage their personal and professional development.
- 4.5. Trust – the role requires building a profile as a trusted, respected and authoritative individual that acts in the best interest of the organisation and its levy payers.