

Job Title:	Godalming BID Manager
Responsible to:	Chair, Board of Directors
Salary:	Up to £28,000 pa (self-employed contract)
Part Time:	3 days per week (flexible hours), WFH
Job Function:	Provide day to day management and leadership of the BID company, working in association with all town centre stakeholders. The BID Manager will ensure that the BID business plan is delivered in a professional, accountable and cost effective manner.

Key Responsibilities

1. Be accountable to the Board of Directors and undertake both operational and strategic projects to sustain the success of the Business Improvement District in line with the BID Business Plan.
2. Deliver the initiatives and services set out in the BID Business Plan and maintain and further develop a positive climate within which local and national business stakeholders will ultimately endorse the continuation of the BID after its initial 5-year period.
3. Propose revisions to the Business Plan as necessary and prepare reports and briefing papers for the BID Board to make appropriate and informed decisions.
4. Direct and manage the BID contracts, commitments and baseline agreements in line with the BID Business Plan and formulate actions and follow up as appropriate to ensure appropriate remedial actions are taken
5. Act as the Champion for the BID and be the main Company point of contact for all matters
6. Develop effective working relationships at strategic and operational level with a variety of public agencies, private sector partners, stakeholders, press and media and other interest groups
7. Effectively manage all programmes of work identified within the BID Business Plan ensuring that interdependencies are identified and work is undertaken to appropriate time, cost and quality with the resources available

8. Measure, monitor and be proactive in improving the Key Performance Indicator's (KPI's) set out in the Business Plan to the satisfaction of the BID Board.
9. Ensure the proper and effective operation and development of the BID Company in accordance with the constitution.
10. Proactively seek and secure further funding opportunities to sustain BID for the future through a variety of sources including private sector involvement and voluntary contributions
11. Manage the overall BID budget in line with financial control procedures to ensure that BID activities are developed within the agreed budget and monitor expenditure and advise the Board of the financial position. Including the assistance with the preparation of financial reports.
12. Liaise and work with the necessary agencies in relation to the strategic development of the BID Location
13. Manage Contractors and Partners to ensure projects and initiatives are developed in a cost and time efficient manner and ensure that all those involved in the BID understand the contribution they make and identify with the BID's aims and objectives
14. Co-ordinate and manage marketing, promotional and associated events with the possible assistance of staff or creative, design & marketing agencies to maximise resources and ensure that the BID is promoted appropriately and that the reputation of both the BID Company and town centre are maintained to the highest quality.
15. Co-ordinate and manage day to day administration of the BID project including board meetings and correspondence associated with the BID project.
16. Work in partnership to develop and help implement any projects and activities relating to the town centre as agreed with the appropriate public agencies and react as appropriate to issues that may affect local businesses and the town centre.
17. Comply with appropriate legislation governing employment and data protection as part of day -to -day management of the BID Company and deployment of additional resources.
18. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
19. Carry out any other reasonable activities as required by the BID Board.

Person Specification

1. Previous multi-functional operational experience – an understanding and working knowledge of town centre issues is an advantage
2. High level of interpersonal and communication skills
3. Demonstrable commitment to providing an exceptional customer service culture.
4. Experience of project and budget management.
5. Knowledge of both public and private sector activities in town centres.
6. Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)
7. An ability to prioritise and remain focused; to organise workloads of self and others with no daily supervision.
8. Ability to build and maintain strong working relationships with a diverse set of partners.
9. Ability to work under pressure and to tight deadlines
10. Ability to effectively present a business case to key stakeholders for recommending changes.
11. Entrepreneurial in nature and with confidence to develop and push forward plans and projects
12. Knowledge of company and financial legislation in relation to limited companies is desirable.
13. Experience of dealing with the media and press would be desirable
14. IT skills – ability to use and adapt a variety of Microsoft Office based and project management applications.
15. Experience in marketing or brand management would be desirable
16. Knowledge and experience of the dynamics affecting the retail, leisure, office, public and other sectors that have an interest in the town centre would be desirable
17. Ability to be able to analyse problems and adopt an innovative approach to finding solutions

18. Located within close proximity to Godalming with a passion to succeed and put Godalming on the map

The Mosaic Partnership is working in association with the Godalming BID