

**MAIN ST BID**

**Job Title:** Project Head  
**Responsible To:** Project Director & Chair  
**Salary:** Up to £40K  
**Hours:** 37.5 Hours

**Job function:** To provide leadership and day-to-day management of the BID Company, working in association with relevant agencies and service providers. The postholder will ensure that the BID Business Plan is delivered in a professional, accountable and cost effective manner.

**Job Duties and Responsibilities**

1. Be accountable to the Project Director, Chair & 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 to maintain and further develop a positive climate within which 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 statements 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. To promote a convincing business case for membership and participation in the Company to all businesses within the BID area and if appropriate wider.
8. 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
9. 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.
10. 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.
11. Liaise and work with the necessary agencies in relation to the strategic development of the BID Location
  12. Manage Staff, 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
  13. Oversee the 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 the destination are maintained to the highest quality.
  14. Co-ordinate and manage day to day administration of the BID project including office accommodation, staff, BID board meetings, and any correspondence associated with the BID project.
  15. To ensure the maintenance of the Company's database of members, stakeholders and partners
  16. To work in partnership to develop and help implement any projects and activities relating to location(s) as agreed with the appropriate organisations and react as appropriate to issues that may affect businesses.
  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. 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 the destination is desirable
2. High level of interpersonal and communication skills
3. Demonstrable commitment to providing an exceptional customer service culture.
4. Entrepreneurial in nature, you should be comfortable in a flexible and changing environment
5. Experience of project and budget management.
6. Evidence of knowledge of both public and private sector activities in the location.

7. Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports and presentations)
8. An ability to prioritise and remain focused; to organise workloads of self and others with no daily supervision.
9. Ability to build and maintain strong working relationships with a diverse set of partners.
10. Ability to work under pressure and to tight deadlines
11. Ability to effectively present a business case to key stakeholders for recommending changes.
12. Experience of dealing with the media and press would be desirable
13. IT skills – ability to use and adapt a variety of Microsoft Office based and project management applications.
14. Experience in project management, relationship management, marketing or brand management would be desirable
15. Ability to be able to analyse problems and adopt an innovative approach to finding solutions

To apply, please email a copy of your CV to Mo Aswat, BID Project Director, on [mo@themosaicpartnership.co.uk](mailto:mo@themosaicpartnership.co.uk)