

LANCASTER BID MANAGER

JOB TITLE: LANCASTER BID MANAGER

EMPLOYER: LANCASTER BID LTD

SALARY: CIRCA £35,000 - £37,000 (DEPENDING ON EXPERIENCE) + PENSION CONTRIBUTION

HOLIDAYS: 25 + BANK HOLIDAYS

HOURS: 37.5 PER WEEK (FULL TIME)

JOB DESCRIPTION

- Act as a credible ambassador of Lancaster BID at all times, performing in a professional and transparent manner
- Project manage the BID operation from setting strategy to ensuring that performance standards and targets are met to ensure the successful delivery of the Lancaster BID programme. (as outlined in the BID Delivery Plan)
- Work with the Lancaster BID Chair and Directors to ensure the smooth and successful running of the Lancaster BID programme
- Be the face of Lancaster BID and the primary contact for the Levy paying businesses.(c 367) Leading the engagement strategy and proactively engaging with the Levy paying businesses
- Work closely to develop and maintain strategic and working relationships with key Lancaster stakeholders, strategic partners and Levy paying businesses throughout the city and beyond
- Create and maintain significant budgets, to fulfil the objectives of Lancaster BID and the strategic direction of the Management Board and Directors. Ensuring that the company operates in accordance with agreed expenditure targets and maximises income. Prepare required financial reports, with the external accountant, including forecasts and annual reports.
- Lead and support two part-time staff members, to ensure the optimal working of Lancaster BID. Ensure that effective staff appraisals and development systems are fully implemented and maintained. Assess training needs, salary reviews and other procedures in accordance with the staff handbook and in conjunction with the Lancaster BID Directors.
- Lead on the development of proposals, promotion and delivery of a timely renewal ballot in order to secure a further 5 year term.
- To produce all the relevant internal documents and policies required including finance, legal, employment and health & safety, and ensure governance procedures are adhered to.
- Create all relevant external documents required including annual reports, business plans, marketing plans and other key strategic documents. This includes overseeing (and creating as required) contracts with suppliers, ensuring effective and transparent governance and administration throughout.
- Prepare agendas and minutes and provide other administrative support to the bi-monthly Management Board meetings and various Sub Groups in accordance with the BID governance arrangements
- All aspects of event management from initial concept to safety documents and working with contractors and blue lights services. This includes managing the on-the-day running of events from set up to staffing and volunteers to event control.
- Supporting the Events & Marketing Assistant to produce marketing and promotional materials for Lancaster BID, working with the appointed design agency. As well as overseeing the production of required assets such as video marketing, photography and more.
- Support the BID team to control, monitor and grow the Lancaster BIDs social media platforms and website.
- Create press releases, attend networking events and complete radio interviews to promote the success of Lancaster BID and gain support for the BID programme.
- Monitor and record levels of service delivery against the Baseline and Service Level agreements.
- Represent Lancaster BID at appropriate internal and external events.
- Carry out any other reasonable duties required by Lancaster BID that are consistent with those listed above and appropriate to the title and salary of the post.

PERSON SPECIFICATION

ESSENTIAL

- Proven track record of managing complex projects with successful outcomes
- Previous experience in leading a team with proven leadership and management skills
- Sound budgetary and financial experience, including knowledge of fundraising and external funding bodies
- Experience of working with a cross-section of stakeholders including private and public sector
- Ability to recognise and effectively manage conflicts to seek resolutions
- Ability to manage and prioritise a varied and demanding workload
- Ability to complete projects on time to strict deadlines and within budget
- Excellent written, oral and presentation skills
- Strong attention to detail

DESIRABLE

- Knowledge or previous experience of Business Improvement Districts (BIDs)
- Local knowledge of Lancaster city centre
- Strong understanding of marketing and communication techniques including PR and social media platforms
- Degree in relevant discipline or equivalent

OTHER

- Due to the nature of this role, you will be required to work flexibly. This includes some evenings, weekends and Bank Holidays

HOW TO APPLY

To apply for the role of Lancaster BID Manager, please complete the application form and return this along with a covering letter, stating why you would be suited to the role of Lancaster BID Manager to Susan.Rutherford@holdenslaw.com by 5.00pm Friday 24th May 2019. Please note that interviews will take place on Tuesday 4th June 2019.

For any informal queries, please contact the Lancaster BID Manager Rachael Wilkinson on bidmanager@lancasterbid.org or 01524 590650.

Applicants will be asked to provide details of two referees, one of whom should be the current or most recent employer.