



## **Job Description – Brighthouse BID Project Manager**

**Job Title:** Brighthouse BID Project Manager

**Responsible to:** Brighthouse BID Ltd Board of Directors

**Reporting to:** Chair of the BID Board

**Position:** Fixed term until 31st March 2023 (Probationary period of 3 months)

**Hours of work:** 20 hours per week. Evening and weekend working is required

**Salary:** £15,000 – £18,000 based on knowledge and experience.

To apply for this role, please send your CV to [lesley@simplyflowers.co.uk](mailto:lesley@simplyflowers.co.uk)

**Closing date for applications is 15th September 2021 with interviews to be held in October 2021.**

*This document sets out the primary duties and responsibilities of the above position. The duties and responsibilities described below are not intended to be exhaustive.*

### **Purpose of the Role**

The BID Project Manager is the public face of Brighthouse BID and it is essential that they establish and maintain a high profile with levy payers, businesses and stakeholders at all times. They must facilitate the delivery of over £240,000 of funding to the area throughout remainder of the BID term, funded and led by businesses and managed by a dedicated BID Project Manager, based in Brighthouse town centre, with success measured against a series of KPIs both annually and across the term of the BID

## **Key Responsibilities**

### **Leadership**

1. Lead Brighthouse BID ensuring that businesses see real value for money as part of the BID.
2. Ensure project delivery working in conjunction with the Board to ensure projects meet the needs of BID businesses in line with the established business plan.
3. Proactively represent the BID at external stakeholder events to enhance the aims and the profile of the BID.
4. Devise and implement initiatives and projects to leverage additional funds and maximize the impact and investment in Brighthouse BID.
5. Ensure that the Chair and Board Directors are briefed on operational activities, including opportunities and threats where necessary.
6. Arrange, attend and contribute to Board/Director meetings where necessary.

### **Human Resources Planning and Management**

7. Oversee a positive, healthy and safe working environment in accordance with all appropriate legislation and regulations.
8. Accountability for all budgets. Responsible for advising the BID Board in setting the BID annual budget, expenditure and deliverables.
9. To manage, monitor and safeguard the financial position of the BID and to ensure that performance is in line with approved budgets and cash-flow.

### **Marketing and Events**

10. The BID manager will be responsible for organising and managing a variety of events aimed at raising the profile and customer experience in accordance with the annual work programme.
11. The BID manager will work with our PR & Marketing company to develop and deliver a social media strategy aimed at both customer interest and awareness and the preparedness of town centre businesses to be more digitally active.

## **Key Relationships**

The BID Manager will be expected to form positive working relationships with all organisations and individuals that can assist the BID achieve its business aims including:

- BID businesses
- BID Board members
- Press and Media
- Calderdale Metropolitan Borough Council
- Police
- Brighouse Town Board
- Property owners and agents

*The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation.*

## **Skills, Knowledge and Experience**

Candidates will be required to demonstrate the following:

### **Essential**

1. Relevant experience at required level.
2. A good working knowledge of the factors that affect the economic vibrancy of a Town Centre
3. A demonstrable track record of project delivery.
4. Experience of working with a range of stakeholders and partners from across the public and private sectors.
5. Ability to work with minimum supervision.
6. Ability to manage complex relationships with partners.
7. Strong PR and presentation skills including experience of public speaking and dealing with local and national media.

8. Experience of setting and overseeing budgets, excellent financial planning skills and attention to detail.
9. IT Literate.
10. Database management skills.

### **Desirable**

1. Professional qualification in the management of BIDs, town centres or town planning advantageous
2. Degree or equivalent qualification, though priority will be given to relevant experience
3. Knowledge of Brighouse and its business environment.
4. Strong personal skills and a passionate approach to delivery and results.
5. Excellent communication, influencing, negotiating and networking skills.
6. Ability to build consensus, work with public and private stakeholders and develop partnerships.
7. Strong commercial awareness.
8. Ability to generate income and raise funding
9. Very strong leadership skills.
10. Competence in the use of a range of business IT applications, websites and social media.
11. Openness to new ways of working and the willingness to embrace them
12. Ability to work flexibly to respond to the needs of multiple complex projects.
13. Resilience and tenacity required to drive significant change.
14. Ability to solve problems creatively.
15. Innovative and able to adopt creative approaches to obstacles and challenges.
16. Ability to deliver agreed plans to very high standards, on time and on budget.

*The candidate attributes detailed above are considered to be non-essential although training will be provided on more technical aspects of the role.*