

# **Sidcup Partners Ltd BID Manager**

## **JOB DESCRIPTION**

<b>Job Title:</b>	BID Manager
<b>Organisation:</b>	Sidcup Partners Ltd
<b>Reporting to:</b>	Sidcup Partners Ltd BID Board
<b>Job Purpose:</b>	To manage day to day delivery of the BID projects set out in the Sidcup Partners Ltd Business Plan or as agreed with the Sidcup Partners Ltd BID Board.

### **Key Responsibilities**

1. Working to the agreed annual business plan and in conjunction with the BID Board, to deliver all the projects allocated for the period successfully, safely, on time and within budget.
2. To support the promotion of Sidcup according to the agreed marketing plan.
3. To manage the updates to the Website and social media platforms with current and relevant information.
4. To ensure records of projects are up to date to enable all BID activities to be monitored and evaluated.
5. To provide regular and timely information to levy payers about the projects and activities of the BID including regular newsletters and contribute to the annual report.
6. To help create a strong collective voice for BID members and act as an advocate for the BID and a point of contact for the levy payers. This will require regular visits to the BID Businesses.
7. To inform and liaise with non-levy paying stakeholders about the BID projects to ensure their smooth delivery.
8. To generate additional income for the BID from trading activities sponsorship, services or grant funding.
9. To manage the provision of services to the BID Board, to include arranging Board meetings including the AGM and any other general activities the BID Board deem necessary to ensure the smooth running of the BID.
10. To manage the BID office on a day-to-day basis, dealing with post, telephone and email messages and monitoring social media feeds, managing mailshots and keeping a record of relevant PR activity.
11. To manage and ensure accurate and timely financial records are kept of income, expenditure and VAT to facilitate the preparation of budgets, cash flow forecasts, monthly and annual accounts and returns.
12. To manage booking of events and street activity and to process payments and invoices as necessary.

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#### **Personal Specification**

#### **Relevant Technical Experience and Knowledge**

- Proven experience working in a commercial and/or retail environment.
- Experience of successful project management and delivery in a town centre context.
- Experience of financial record keeping and reporting.
- Understanding and experience of health and safety requirements in relation to outdoor events.
- Experience of complex and varied stakeholder management.
- Knowledge of how local authorities operate.

#### **Education and Formal Training**

- Good communication and networking skills.
- Good interpersonal and relationship building skills.
- Excellent writing and presentation skills.
- Excellent organisation skills.
- Ability to deliver projects to SMART criteria.
- Competent use of the following: Word, Outlook, Excel, Power Point
- Ability to work under pressure to exacting financial and time constraints.
- High level of professional and personal integrity.
- Ability to work evenings and weekends as required by the role.
- Educated to degree level or relevant experience in town centre project management.

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<b>Personal Development:</b>	Attendance of ATCM, British BIDs and relevant Industry forums training and conferences is encouraged to gain an in-depth knowledge and best practice in BID activity and management.
<b>Normal Working Hours:</b>	Generally, 3 days per week Mon – Fri (8 hours per day), arranged during each week as the role and project support demands. Some evening and weekend work is required, any extra hours will be taken in TOIL as no overtime is payable.
<b>Salary:</b>	£35k - £40k pro-rata depending on experience. Also, depending on employment arrangement. i.e. direct or contract basis etc.
<b>Holiday:</b>	TBC depending on employment arrangement. i.e. direct or contract basis etc.
<b>Pension:</b>	To be offered depending on employment arrangement. i.e. direct or contract basis etc.
<b>Notice:</b>	Notice period for both parties is 3 months after a successful probational period of 3 months for which the notice period for both parties will be 1 month.
<b>Location:</b>	Office in Your Move. 1 Elm Parade, High Street, Sidcup.
<b>Term:</b>	Fixed to the end of the first BID ending 31 <sup>st</sup> March 2022.