

Primera Programme Director – Job Description

Primera is a specialist regeneration consultancy creating private and public sector partnerships to positively influence its local environment. Primera was established in 2006 by Chief Executive Ruth Duston, a leading individual within the field of regeneration.

Primera works with a number of business led partnerships across London including the Victoria Business Improvement District, The Northbank BID, Hatton Garden BID, The Aldgate Partnership, Leadenhall Market, The Old Street Partnership and Richmond BID.

The **Programme Director** will be responsible for overseeing a number of the partnerships, playing a strategic role in their development and achievement of their goals. This will be a broad ranging role requiring a proactive individual with strong commercial acumen. The ideal candidate will bring experience of working within a multiple stakeholder environment, encompassing retail, property and central and local government.

Responsibilities

- Manage team members allocated to the existing partnerships. Provide guidance and support to implement projects and workstreams. Ensure projects maximise limited budget and are completed within set timescales.
- Prepare for and attend quarterly board meetings. Develop relationships with board members to ensure workstreams reflect their aspirations for the partnership.
- Seek out and negotiate with new members who can financially support the partnership.
- Work with team members to liaise with new businesses when developing partnerships into Business Improvement Districts (BIDs).
- Report directly to Primera Chief Executive Officer in concise and efficient manner.

The Candidate

- Hard working and diligent with demonstrable project management experience.
- A team player who can positively engage with people across all levels.
- Adaptable and prepared to roll up their sleeves and get involved when needs must.
- Excellent written and oral communication skills with the ability to present confidently.
- A decision maker who can take a strategic view of a situation.
- Flexible; be able to attend early morning and evening events as and when required to promote the Partnership.

Remuneration for this role will be £43 – 47,000 depending upon experience.

Please register interest in the role with Nicki Palmer (nickipalmer@primera-corp.co.uk) by sending a CV and covering letter explaining your suitability for the position.