

Elevate Guildford

Job Title: Crime Reduction Manager
Responsible To:: General Manager
Salary: Up To £30,000
Hours: Up to 40 Hours /Flexible Shift Pattern

Job function: To lead the “safe, clean and welcoming” area of the BID business plan. To develop a best practice and partnership approach to the management of the Town Centre at night (between 5pm and 3am) between the licensed trade, businesses and regulatory bodies. To lead on the town stakeholder crime reduction initiatives for both daytime and night time economies. To improve the business and customer experience of Guildford.

Job Duties and Responsibilities

Crime Reduction Manager – reporting to the General Manager

1. Manage and lead the “safe, clean and welcoming” area of the business plan
2. Develop and implement further strategies for transport, safety, cleaning, security and other initiatives
3. With the local authority, police, Pubwatch and other agencies to promote and develop safety initiatives, the recording and sharing of information and the exclusion of offenders
4. To experience the night time economy first hand for at least one weekend evening each month
5. Work with agencies who have a role / influence to improve partnership working and data collection
6. Administrate the Business Crime Reduction Partnership and Pubwatch banning platforms.
7. To work in partnership with the licensed trade, businesses and regulatory authorities to improve the management of the night time economy and businesses, setting standards of management and recognizing and implementing good practice
8. To lead on the Best Bar None Awards schemes
9. To lead on the Experience Guildford participation in Purple Flag
10. Work with the police, licensed venues, trade groups and other agencies to improve safety of visitors and employees.

11. Attend meetings of relevant organisations related to the Night Time Economy and crime reduction/anti social behavior initiatives and follow up on appropriate issues and actions
12. Organise and attend multi-agency visits and events as appropriate.
13. Make appropriate funding applications.
14. Build relationships with businesses and provide details of BID benefits, promotions and schemes and signing up participants
15. Keeping appropriate membership database and financial records
16. Arranging relevant working groups, forums and other meetings and to keep records of these and any actions
17. To research and monitor relevant legislation
18. To ensure that all systems, equipment and ensure procedures comply with Health and Safety and Data Protection and other current requirements
19. To undertake such other duties as may be reasonably required within the general scope of the post
20. To carry out any other duties identified by the General manager.

Person Specification

1. Working knowledge of town centre and issues is required.
2. Demonstrable commitment to providing an exceptional customer service culture
3. Motivated with good communication skills (written and oral)
4. Tact and diplomacy, with a can-do attitude
5. Energetic, enthusiastic and adaptable
6. An ability to prioritise and organize workloads
7. Ability to build and maintain relationships with a diverse set of partners
8. IT skills – ability to use and adapt a variety of IT/office based applications
9. Supervisory experience will be an advantage
10. Experience of working in partnerships, with police and with local government desirable
11. Ability to work in weekends and evenings

applicants should apply with a CV and covering letter to amanda@experienceguildford.com.