



## **Hastings BID Manager - Job Description and Person Specification**

**An opportunity has arisen for an enthusiastic town centre specialist in 1066 Country.**

*Love Hastings Ltd manages the Hastings Business Improvement District.*

*Its Board of Directors is now seeking a Manager to take up duties in December 2017. Following a handover period with the current Manager, the successful applicant will manage the BID's operation which also includes a Business Crime Reduction Partnership. The Hastings BID is geographically diverse; it covers an area of Seafront and Town Centre and represents 480 levy payers.*

*Ideally the successful applicant will have the experience and confidence to promote the company's activities to a wide and varied audience. You will need to demonstrate budgetary and line manager experience and experience of working and communicating at Board level would be desirable. As well as more experienced town centre professionals, we also welcome applications from those wishing to develop their career in place management.*

*To apply, please send us your current CV and a covering letter identifying how your skills and abilities match up with the job description and stating your salary expectations to*

*Love Hastings Ltd. 7, Wellington Square, Hastings TN34 1PD by Midnight of 28th August 2017.*

*E-mail applications will be accepted on [office@lovehastings.com](mailto:office@lovehastings.com)*

*For an informal discussion, call Rob Woods after 3<sup>rd</sup> August 2017 on 01424 205516 or e-mail [office@lovehastings.com](mailto:office@lovehastings.com)*

*The purpose of the job description is to indicate the general level of responsibility and standards expected of the post. The detailed duties may vary or develop over time according to needs of a small company.*

### **Job Details**

**POST:** BID Manager

**EMPLOYER:** Love Hastings Ltd (a not for profit company limited by guarantee)

**SALARY:** Between £27000 to £35000 pa depending on experience

**REPORTS TO:** Chairman, Love Hastings Ltd Board of Directors

**RELATIONSHIPS:** Love Hastings Ltd Board, BID business levy payers, Local Authority, voluntary contributors, residents, Sussex Police, contractors

**HOURS OF WORK:** 37 hrs per week (including occasional weekend working)

**OFFICE BASE:** 7 Wellington Square, Hastings TN34 1PD

**LENGTH OF CONTRACT:** To 31st March 2022 (could be extended subject to positive re-ballot)

## **Job Description**

**OVERALL PURPOSE:** To manage Love Hastings Ltd, ensuring that the projects and commitments set out in the BID Business Plan are delivered efficiently and effectively

### **Key operational responsibilities:**

- To manage the BID programme, ensuring an inclusive approach and to act as the primary point of contact for the BID and its levy paying organisations (circa 480)
- To ensure successful implementation of the projects set out in the BID Business Plan
- Develop contracts and work with businesses to deliver specific Hastings BID projects
- Where appropriate, to identify and develop new projects beyond those set out in the BID business plan
- To actively engage all stakeholders in and around the BID area
- To represent the interests of the levy paying businesses when liaising with statutory agencies
- To develop and maintain effective links with all partner agencies, businesses and organisations
- To secure leverage such as voluntary contributions from property owners and developers and grant funding/sponsorship opportunities

### **Key management responsibilities:**

- To take responsibility for the governance and financial performance of Love Hastings Ltd
- To manage the programme of meetings including committee meetings and sub groups
- To provide regular project and financial progress reports to the Love Hastings Board
- To ensure compliance of appropriate legislation such as Health & Safety, Data Protection, Equality Act 2010 etc)
- To design and implement an appropriate level of performance measurement activity
- To directly manage the BID's employees (currently 3)

## **Person Specification**

### **Key skills and abilities:**

- Strategic management, planning and leadership skills
- Operations and project delivery
- Organisational management skills
- Business liaison and commercial awareness
- Marketing and communications
- Administration and finance
- Written, oral and presentation skills
- Influencing and negotiating skills
- Ability to develop positive relationships with staff and the wide range of public and private sector stakeholders
- Innovative approach to problem solving
- Ability to work under pressure and to strict deadlines
- Ability to work on own initiative without supervision
- Political awareness

**Essential Experience:**

- Successful track record of managing multi-faceted projects
- Working effectively in a multi-agency context
- Bidding for and managing externally funded projects
- Marketing, sales or business development
- Ability to put together detailed financial packages and experience of financial management
- Media awareness
- Staff management

**Essential Education, Training and Knowledge:**

- Educated to degree level
- An understanding of local government and management of town centres
- An understanding of the BID process
- Real understanding of and commitment to consultation and active participation from businesses
- IT aware – including Internet, social media and Microsoft packages

**Desirable requirements**

- Certificate in BID Management or similar qualification
- Experience of working in coastal towns
- Knowledge of Coastal Communities Funding
- Knowledge of Data Protection, Human Rights Act and Ofcom requirements
- Use of Sage One Accounting software
- Understanding/Management of Business Crime Reduction Partnerships
- Understanding of Companies House and HMRC procedures