

## **Business Improvement District (BID) Leicester, BID Director**

**Responsible to:** BID Leicester Board of Directors.

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

**Responsible for:** BID Leicester staff team, consultants and contractors.

**Hours of work:** 37 hours per week to include evening, weekend and bank holiday working as necessary.

**Salary:** £50,000 per annum.

**Location:** Leicester City Centre.

*There's so much to love about Leicester. With an estimated population of 342,000 Leicester is the largest city in the East Midlands, home to two universities with over 45,000 students, boasts a number of hugely successful sports teams and is a premier destination offering an exciting range of retailers, arts, bars and restaurants. Leicester is one of the most culturally diverse cities in the UK and truly is international – with residents from over 50 countries across the globe and annual tourism growth of over 6%.*

### **Job function:**

In November 2017 85% of businesses voted in favour of establishing Leicester's first BID. BID Leicester will deliver an ambitious plan to build on Leicester City Centre as a great place to visit, live, work and study. BID Leicester is now seeking a visionary Director who will lead the BID and BID team throughout its five-year mandate.

The BID Director will lead the implementation and delivery of the business plan, be accountable for the financial management of BID funding and will be responsible for developing strategic partnerships, ensuring the BID is a key voice for its members across all platforms within the city centre and beyond.

### **Job responsibilities and accountabilities:**

#### **Leadership**

Lead BID Leicester and be a high profile, credible figurehead across all sectors of our stakeholder community and media.

Ensure project delivery with the BID team, working in conjunction with the steering group and Board to ensure projects meet the needs of BID businesses in-line with the established business plan.

Work with the Board to foster effective teamwork between the BID Director and the Board of Directors and between the BID Director and BID team.

Represent the BID at external stakeholder events to enhance the aims and the profile of the BID.

Devise and implement initiatives and projects to leverage additional funds and maximize the impact and investment in BID Leicester.

Work with the BID team, BID Board and external stakeholders to advocate for Leicester as a great place to visit, live, work and study.

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

Oversee a positive, healthy and safe working environment in accordance with all appropriate legislation and regulations.

Accountability for all budgets. Responsible for setting the BID annual budget and ensuring BID Leicester is staffed and resourced to a consistently high standard within allocated resources and timeframes.

Lead a performance management process for all staff that includes regular monitoring of their performance against set objectives with quarterly and annual reviews being completed.

Be responsible for identifying training and development needs of the entire team (including Director role) and develop training and personal development plans as appropriate.

### **Key Relationships**

The BID Director 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
- Leicester City Council
- Leicestershire Police
- Place Marketing Organisation / Destination Marketing Organisation
- Leicester and Leicestershire Economic Partnership (LLEP)
- Leicestershire Business Voice and other local business organisations
- Property owners and agents

The BID Director will also be required to support the BID team to manage key supplier relationships.

### **Person Specification**

Degree / equivalent qualification in a relevant subject or relevant experience at required level.

A good working knowledge of the factors that affect the economic vibrancy of a City Centre

A demonstrable track record of project delivery.

Experience working with membership organisations at a senior level such as the IOD, FSB, Chambers of Commerce, or from other industry or sector based networks.

Experience of working with a range of stakeholders and partners from across the public and private sectors.

Strong and visionary leadership skills with the ability to delegate responsibility and empower a team to manage their own work.

Strong PR and presentation skills including experience of public speaking and dealing with local and national media.

Strategic vision with the ability to develop new ideas and ways of working for the City that will lead to corporate supporters wanting to get involved and engage with the BID.

Experience of setting and overseeing budgets, excellent financial planning skills and attention to detail.

Ability to manage, motivate, lead and develop a small team and act with the highest degree of integrity at all times when representing BID Leicester.

IT literate.

### **Desirable skills and experience**

Professional qualification in the management of BIDs, town centres or Town planning advantageous.

Knowledge of Leicester and its business environment.

Knowledge and experience of supplier/contract management.

Strong personal skills and a passionate approach to delivery and results.

Educated to degree level or equivalent, although priority will be given to relevant experience.

Excellent communication, influencing, negotiating and networking skills.

Ability to build consensus, work with public and private stakeholders and develop partnerships.

Strong commercial awareness.

Ability to generate income and raise funding.

Very strong leadership skills.

Competence in the use of a range of business IT applications and social media.

Openness to new ways of working and the willingness to embrace them.

Ability to work flexibly to respond to the needs of multiple complex projects.

Resilience and tenacity required to drive significant change.

Ability to solve problems creatively.

Innovative and able to adopt creative approaches to obstacles and challenges.

Ability to deliver agreed plans to very high standards, on time and on budget

### **Personal Characteristics**

**Adaptability** – This role requires the ability to handle detailed information, balance multiple tasks and respond quickly to business situations and be able to work within a changing environment.

**Team Player** – Work cooperatively with others to set goals, resolve problems and make decisions that enhance the effectiveness of the business.

**Integrity** – As the leader of BID Leicester the BID Director needs to demonstrate the highest standards of integrity and behaviour at all times. This person will regularly be invited to attend social events representing BID Leicester at evenings and weekends.

**Lead** – Positively influence others, demonstrate good listening skills, humility and the ability to accept social diversity.

**Decision making**- The BID Director needs to support the business and staff by quickly assessing situations as to their importance, risks and urgency and lead the business by making clear and timely decisions in the best interests of the organisation.

**Vision** – be able to think and act strategically in furthering the interests of the City and BID Leicester.

**Flexibility** – The BID Director must have the willingness to work flexibly in order to meet the needs of the BID, this will include some evening, weekend and bank holiday working.

### **Application Process**

CV's with a covering letter indicating your suitability for the role and where you match the key requirements within the Job Description should be sent to [abby@centralmanagementltd.com](mailto:abby@centralmanagementltd.com). The closing date for applications is February 16<sup>th</sup> 2018.