

BID Manager – Richmond Business Improvement District Ltd

Background to Richmond BID

Richmond BID came into force on 01 April 2017- over the next 5 years local businesses will invest £3.2m into the BID with 3 key aims -to increase footfall, increase visitor number and encourage further local inward investment. To deliver this programme of activity, Richmond BID has in place a staff team of 3, a Project director, BID manager and a part time project support. The successful candidate will be based in Richmond and report directly to project director

Key Responsibilities:

- Line managing BID administrator
- Coordinating day to day delivery of projects-ensuring activity is on time and within budget
- Running project Steering groups meetings and associated events and workshops.
- Agreeing annual delivery plan with project manager and associated Key Performance Indicators -ensuring effective implementation
- Maintaining effective relationships with the Police, Council, TfL and other key stakeholders relevant to the area- identifying and applying for grant funding relevant to these programmes.
- Providing regular update reports to the Project Director, Steering groups and the Board.

Key Skills:

- Hard working and diligent with demonstrable project management experience.
- A team player who can positively engage with people across all levels
- Excellent written and oral communication skills- excellent organisational skills and attention to detail.
- Adaptable and prepared to roll up their sleeves and get involved when needs must
- Flexible; be able to attend early morning and evening events as and when required to promote the partnership

Salary-Full time position -£37k to £40k per annum depending on experience.

Please register interest by **09 February 2018**- by sending a CV and covering letter outlining your suitability for the role to info@richmondbid.london or call 020 3817 6296

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