

MILNGAVIE TOWN CENTRE BUSINESS IMPROVEMENT DISTRICT

JOB DESCRIPTION

JOB TITLE:	MILNGAVIE BUSINESS IMPROVEMENT DISTRICT MANAGER
JOB PURPOSE:	To provide day to day management and leadership of the Milngavie Town Centre BID company working in partnership with other service delivery agencies to deliver the BID Business Plan.
RESPONSIBLE TO:	The BID Board of Directors
REPORTING TO:	The Chairperson of the BID Board
HOUR OF WORK:	25 hours per week; some evening and weekend work essential; annual leave: 20 days & public holidays
LOCATION:	Milngavie Police Station 3 days per week; ½ day per week may be home based.
SALARY:	£30 – 35,000 pro rata, dependent upon skills and experience

RESPONSIBILITIES

1. Manage and deliver the initiatives and services set out in the BID Business Plan, working alongside external agencies including East Dunbartonshire Council
2. Develop and manage contracts for delivery of works detailed in Business Plan
3. Represent the BID Company and develop partner relationships with key stakeholders involved in the delivery of relevant services and the long term development of Milngavie town centre
4. Develop, manage and promote a Milngavie Business Forum
5. Pro-actively seek additional external funding sources to increase the impact of the environmental, marketing and business support services delivered by the BID company
6. Manage any additional staff resource, including internships and work placements as they may arise
7. Manage and measure performance against the KPIs set out in the Business Plan
8. Manage BID expenditure within the BID budget and maintain records on a book keeping package* to enable accurate financial reporting to the Board
9. Monitor East Dunbartonshire Council service delivery against their agreed Baseline Services
10. Attend, support and provide written reports to the BID Company board at their meetings
11. Communicate the progress of the BID effectively to the BID Levy payers, members and funders through newsletters, website, local press and other media
12. Assess and make recommendations to BID Company board on applications for grant assistance.

- *Training will be provided*

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PERSON SPECIFICATION

Essential skills and experience:

- Good communication, presentation and negotiation skills– both written and oral
- Marketing, PR and/or event management skills
- Leadership in a variety of settings
- Excellent organisational skills, including prioritisation and focus
- Effective budget management and financial record keeping
- Contract management
- Partnership development
- Proficiency in use of Microsoft products & social media applications
- Target driven: experience of managing and measuring performance
- Energetic, entrepreneurial and adaptable
- A high level of attention to detail in delivery of all projects
- The ability to work under pressure and meet tight deadlines

Desirable skills and experience:

- Working knowledge of SAGE accounting package
- Industry knowledge of a range of business sectors, including the public sector
- Awareness of current challenges facing town centre sustainability and small businesses
- Reporting to a voluntary Board of Directors and working with volunteers
- Grant funding processes and raising funding from external sources