



Business Improvement District (BID) Manager's Job Description

Job Title: BID Manager

Salary: £30-35k Depending on experience

Reporting to: BID Board via the Board Chairman

Job Function: To provide day-to-day management and leadership of company, working in association with all town centre agencies and service providers. The Manager will ensure that the BID Business Plan is delivered in a professional, transparent and cost-effective manner.

BID Manager Key Job Duties and Responsibilities

Business Plan available [here](#)

<https://www.rediscoverpeterhead.co.uk/downloads>

1. Be accountable to the Board of Directors and undertake both operational and strategic projects to sustain the success of Rediscover Peterhead Ltd Business Improvement District in line with the BID Business Plan.
2. Deliver the projects and services set out in the BID Business Plan; maintain and further develop a positive climate within which local and national business stakeholders will ultimately endorse the continuation of the BID after its initial 5-year period.
3. Propose revisions to the Business Plan as necessary and prepare reports and briefing papers for the BID Board to make appropriate and informed decisions.
4. Direct and manage the BID contracts, commitments and baseline agreements in line with the BID Business Plan and formulate actions and follow up as appropriate to ensure appropriate remedial actions are taken.
5. Act as main company point of contact for all strategic and where required operational matters relating to the town centre.
6. Develop effective working relationships at strategic and operational level with a variety of public agencies, private sector partners, stakeholders, press and media, local organisations and other interest groups.
7. Effectively manage all programs of work identified within the BID Business Plan ensuring that



interdependencies are identified and work is undertaken to appropriate time, cost and quality with the resources available.

8. Measure, monitor and be proactive in improving the Key Performance Indicator's (KPI's) set out in the Business Plan to the satisfaction of the Board of Directors and the members.

9. Ensure the proper and effective operation and development of the company in accordance with the Memorandum and Articles of Association.

10. Proactively seek and secure further funding to sustain the company for the future through a variety of sources including private sector involvement and voluntary contributions.

11. Act as the first point of contact for levy payers, within the framework of the Business Plan and the operational needs of the company.

12. Work positively and constructively with the Local Authority to ensure maximum investment and cooperation in achieving the objectives of the BID Business Plan.

13. Manage the overall budget in line with good practice financial control procedures to ensure that the projects and services are developed and delivered within the agreed budget. Monitor expenditure and advise the Board of the financial position of the company including the assistance with the preparation of company accounts.

14. Liaise and work with the other agencies and bodies in relation to the strategic development and economic growth of the Business Improvement District.

15. Manage staff and contractors and work with partners to ensure projects and services are developed in a cost and time-efficient manner. Ensure that all those involved in the company understand the contribution they make to and identify with the aims and objectives of the Business Improvement District.

16. Co-ordinate and manage marketing, promotional and associated events with the assistance (where necessary) of creative, design and marketing agencies to maximise impacts and outcomes. Ensure that the company is promoted positively and that the reputation of both the Company and Peterhead Town Centre are maintained to the highest quality.

17. Co-ordinate and manage day-to-day administration of the company including office accommodation, Board of Director meetings, communication with members and any correspondence associated with the company.



18. Oversee BID Assistant in maintaining a website and social media to keep the businesses and the local community apprised of developments, new projects and activities of the company.

19. To work in partnership to develop and implement projects and activities relating to the town centre as agreed with the appropriate public agencies and bodies and react as appropriate to concerns and issues that may impact negatively local businesses and the town centre.

20. Comply with all necessary legislation as required.

21. Comply with Health and Safety policies, organisational statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters to protect both yourself and others.

22. Carry out any other reasonable activities as required by the Board of Directors

23. Comply with the requirements of the Planning etc (Scotland) Act 2006 in relation to Business Improvement Districts and the Regulations of 2007.

24. Maintaining BID confidential databases and complying with GDPR and knowledge of business accounting VAT and cashflow projections.

Person Specification

Minimum Desirable Criteria

1. A flexible approach to working hours that reflects the hours of business of all Peterhead town centre business community.
2. Demonstrable commitment to providing an exceptional customer service experience.
3. Experience of project and financial management and control.
4. Evidence of knowledge and experience of both public and private sector.
5. Ability to communicate both orally and in writing to a wide range of bodies, agencies, sectors and the local community (including ability to write clear and concise reports and presentations.)
6. An ability to prioritise and remain focused; to organise workloads of self and others with no daily supervision.
7. Ability to build and maintain strong working relationships with a diverse set of partners.
8. Ability to work under pressure and to tight deadlines.



9. Ability to effectively present a business case to key stakeholders for recommending change and improvement.
10. Knowledge of legislation in relation to private companies.
11. Experience in dealing with media and press.
12. Reasonable IT skills including competent use of MS Word, PowerPoint and Excel.
13. Experience in event management, marketing and have dealt with creative, design and marketing agencies.
14. An awareness and understanding of key Scottish Government and Local Authority economic development policy and strategic priorities pertaining to town and city centres.
15. Ability to be able to analyse problems and adopt Key skills.
16. Ability to build local capacity and entrepreneurial spirit by leading from the front.
17. Be committed to developing and understanding of community issues.
18. Be confident in driving the business forward for the benefit of members, partners, and wider regeneration aspirations of the public sector and local community.

Key Skills

- Experience of a BID if possible
- Management experience
- Successful project experience
- Able to engage and lead the businesses of Peterhead
- Passionate
- Creative
- Business acumen
- Good communicator

Full time 37.5 hours per week flexi time. Salary: £30-35k, depending on experience.

Applications in writing with CV to: - secretary@rediscoverpeterhead.co.uk

Rediscover Peterhead Ltd

Office 3, Cornerstone

28 Marischal Street

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Last date for accepting applications – Friday 7 June 2019

Please note – only successful applicants will be responded to.