



## **Business Improvement District (BID) Manager**

Nairn, Highland

Part-time

Responsible to:	Nairn BID Board of Directors
Reporting to:	Chair of the BID Board
Responsible for:	Nairn BID staff team, consultants and contractors
Position:	Part-time to August 2023 Occasional evening/weekend working
Salary:	£25,000-£30,000 pro rata (working 2-3 days per week, including weekends where required)
Location:	Nairn, Nairnshire

### **Job purpose and key responsibilities**

- To lead and manage the Nairn BID, working with and being accountable to the BID's Board of Directors to achieve Nairn BID's aims and objectives
- To support and develop the BID Board (including theme and task groups) and be responsible for effective and transparent governance and Company administration
- To act as the first point of contact for BID levy payers and manage contracts including BID levy collection and the provision of baseline services and to create a strong collective voice for Nairn BID members and advocate for the BID area in dealings with all external stakeholders and agencies
- To lead, manage and co-ordinate the development and delivery of the Nairn BID business plan and to develop effective relationships with external partners, agencies and stakeholders to successfully deliver services and projects
- To effectively build, lead and manage people and projects to deliver Nairn BID's aims and objectives ensuring that anyone employed by Nairn BID acts at all times as an ambassador for the BID and the BID area
- To oversee and manage contracts and agreements with suppliers for services provided to the BID
- To oversee the development and delivery of an effective communications strategy which furthers Nairn BID's aims and objectives and engages BID members, external agencies, stakeholders and opinion formers
- To be responsible for financial and resource management. This will include the leveraging in of any additional resources such as financial
- To prepare all necessary policies and procedures for Board approval and to undertake to ensure the effective delivery of all related processes including finance, legal, employment, procurement, health and safety and equal opportunities, contract and project management
- To work with a range of partners to maximise, support and promote the physical, social and economic development of the BID area taking into account new physical development
- To undertake any other task commensurate with this role

### **Key accountabilities, tasks and processes**

- Compliance with appropriate legislation governing employment, data protection, health and safety
- Budgetary management and compliance with proper financial controls and procedures
- Staff recruitment and management and compliance with proper employment procedures
- Communications and engagement with BID members including meetings, electronic communications and face to face visits
- Proposals for revisions to Business Plan for consideration by Directors, as necessary
- BID Board meeting organisation, ensuring agenda and papers are correctly set out
- Income generation through additional voluntary contributions and explore new income streams
- Any other reasonable activities as required by the BID Board

### **Person Specification**

#### **Experience and Knowledge**

- Strategic leadership and management of a small organisation or partnership
- Significant experience of working with businesses across sectors in a town environment
- Experience of reporting to a board of directors or similar
- A proven track record of developing and delivering business plans and projects
- A proven track record of leading and managing a small team, including recruitment and HR practices
- Experience in financial and budget management
- Experience of working with Local Authorities and in a politically sensitive environment
- Knowledge of the issues facing town and BIDs
- Experience/knowledge of company administration (desirable)
- Knowledge of the local area

#### **Skills and Abilities**

- Strategic management, vision and leadership
- Excellent communication, influencing, negotiating and networking skills
- Excellent interpersonal and relationship building skills
- Understanding of financial management including budget setting, accounts and monthly reporting to a Board or similar body

- Able to lead a small team to deliver effective outcomes
- Stakeholder engagement skills, ability to build consensus and work in partnership
- Strong commercial, income generation and fund raising skills
- IT literate and aware of new ways of working
- Resilient and able to solve problems creatively
- Flexible, innovative and able to respond positively to changing circumstances whilst delivering agreed plans
- Able to work evenings and weekends on occasions
- Educated to degree level or equivalent (desirable)

Applications should be made to the BID Project Manager, Liam Christie at [liam@nairnconnects.com](mailto:liam@nairnconnects.com) or by post to Nairn BID, Nairn Community & Arts Centre, King Street, Nairn, IV12 4BQ by Saturday 29 September, 2018.