

Coastal BID Operations Manager – Job description and person specification

Job title:	Coastal BID Operations Manager
Responsible to:	Coastal BID Manager
Reporting to:	Coastal BID Manager and on occasion to Board Chairman for operational and relevant matters.
Staff reporting in:	Coastal BID Office Assistant

a) Job function

To provide the day-to-day operations of the Coastal BID Company's activities, events and projects, working with the appropriate local agencies and service providers. Ensure that the BID Business Plan is delivered in a professional, transparent and cost effective manner.

b) Position overview

1. Be the main point of contact for all operational matters relating to the Coastal BID
2. Assist the Coastal BID Manager in delivering the aims and objectives set out in the Coastal BID Business Plan 2012-2017
3. Assist in preparing and delivering the annual Action Plans, as agreed by the BID Board
4. Communicate and build relationships with the levy payers within the BID area who actively engage in Coastal BID projects and local events
5. Assist in leading the BID through a successful campaign and re-ballot in 2021/2022
6. Ensure the proper and effective operation and development of the BID Company in accordance with its constitution and within the agreed budget.

c) Key tasks and responsibilities

1. Develop and manage effective relationships with project partners, agencies and stakeholders at operational levels including levy payers, private sector partners, the local authority, third party service providers, the press, media and other relevant, interested groups to ensure the progress of the BID's aims and activities
2. Maintain a wide group of networking contacts and represent the BID on relevant groups
3. Ensure that BID levy payers understand and identify BID's activities with the BID's aims and objectives
4. Assist in delivering a successful re-ballot for the second and future terms of the BID
5. Assist in dealing with PR, media and press enquiries
6. Assist the BID Manager in reviewing the strategic aims and, based on these, prepare and deliver the agreed annual Action Plans
7. Assist the BID Manager in developing and monitoring the KPIs relevant to the Business Plan initiatives
8. Monitor and review any funding applications and ensure that processes are put in place to ensure that all conditions of funding are met
9. Monitor the services set out in the baseline agreements.
10. Effectively assist the BID Manager in managing the program of work, contracts and BID staff
11. Seek further funding through private sector involvement and contributions.
12. React as appropriate to issues that may affect local businesses and the BID area.
13. Ensure regularly visits and monitoring of key districts within the BID area in relation to Coastal BID projects
14. Ensure effective and regular communication with relevant parties
15. Work with and support the activities of the Town Centre BID in joint projects like Christmas Tree Wonderland in this BID term

16. Ensure budgetary management and compliance within agreed financial controls and procedures
17. Comply with appropriate legislation (e.g. employment, data protection, health and safety)
18. Carry out any other reasonable activities as required by the BID Manager and / or BID Board.

d) Outline terms & conditions

Annual salary:	from £23,000 depending on experience
^{19.} Annual holiday entitlement:	28 days, including statutory bank holidays
^{20.} Working week:	39.5 hours. No paid overtime. TOIL re weekend working.
^{21.} Pension:	state work pension scheme: full contribution by employer

Application with CV and cover letter by email to stefan@coastalbid.co.uk or mail by closing date Mon 10 Sep 2018, 5pm.