



LOVE OXTED BID MANAGER

Job type: Self-employed

Location: Oxted, Surrey

Hours of work: 15 hours per week

Salary range: £33,000-£40,000p.a. pro rata

Responsible to: Love Oxted BID Board

JOB DESCRIPTION

Oxted is great town with huge potential; independent shops, great places to eat and a range of offices and commercial businesses give the town a unique character. Our location in the rolling Surrey countryside and strong community feel makes the town a great place to enjoy, live and do business.

The Oxted BID commenced in January 2016 and is now almost half way through the first 5 year term. Whilst we are a relatively small BID, we pack a large punch. During the first two years we have campaigned for and delivered: more parking in the town centre; an exciting urban regeneration plan, a raft of great events & experiences for our visitors and shoppers; a new marketing strategy; new Christmas lights and hanging baskets; reductions on utilities for our members; and a business tracker which allows us to track business performance.

We are looking for a motivated, innovative manager to take our BID to the next level. You'll be self-employed with great project management skills and a keen interest in shaping Oxted's future.

KEY RESPONSIBILITIES

BID Governance and Administration

- To lead on setting strategy for Love Oxted, working with and being accountable to the BID's Board of Directors, reporting to the BID Chairman.
- To encourage and support member engagement in the BID's governance (including the Board, theme and task groups) and ensure effective and transparent governance and administration.
- To organise and service the BID Board monthly meetings and to co-ordinate and manage any sub-groups.
- To oversee the preparation of all necessary policies and procedures for Board approval and ensure effective delivery of all related processes including finance, legal, employment, procurement, health & safety and equal opportunities, contract and project management.
- To be the first point of contact for all BID enquiries and be an expert on all aspects of the BID.

Project, Event and Contract Management

- To ensure the effective delivery of all BID projects and events ensuring activity is on time and within budget.
- Oversee contracts and agreements with suppliers for services provided to the BID to ensure that all BID projects and services are being effectively delivered and to a standard required by the BID Board.

Communications and Marketing

- To oversee the development and delivery of an effective marketing and communications strategy that furthers Love Oxted's aims and objectives and engages BID members, their employees, clients and visitors, as well as external agencies, other stakeholders and opinion formers.

Stakeholder Engagement

- To form strong and productive relationships with businesses within the BID area.
- To develop effective relationships with and act as a strong ambassador for the BID in interactions with strategic partners including local authorities, public transport companies, local groups and other forums with shared interests.

Business and Finance:

- To manage a budget of approximately £500,000 over the five year term of the plan, ensuring that it is appropriately spent.
- To design and implement appropriate levels of performance measurement against the BID business plan
- Support the Board with the production and submission of all appropriate company reports, accounts and returns
- To investigate and develop funding opportunities and other appropriate strategies to enhance the financial viability and the scope of the BID.

SKILLS, KNOWLEDGE & EXPERIENCE

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of programme/project management	X	
Experience of event management	X	
Experience of procurement and contract/operations management	X	
Experience of financial and budget management	X	
Experience of developing and delivering marketing plans	X	
Experience of town centre management		X
Experience of working with a board of directors to develop and deliver a strategic vision		X
Experience of working with BIDs & local government		X
Experience of supporting delivery urban regeneration schemes		X
SKILLS	ESSENTIAL	DESIRABLE
Excellent stakeholder management skills	X	
Excellent leadership, communication, influencing, negotiating and networking skills	X	
Highly organised, self-motivated and directed	X	
Able to manage competing priorities and deliver duties in high pressure situations	X	
Strong IT and social media skills and able to identify innovative approaches to service delivery	X	
Able to identify and pursue opportunities for attracting external funding to deliver BID Business Plan		X
KNOWLEDGE	ESSENTIAL	DESIRABLE

Knowledge of issues facing businesses in different sectors and other stakeholders in town centres	X	
Knowledge of business improvement districts		X
Knowledge of Oxted and wider region		X

TO APPLY

Please apply by emailing your CV to - business@tandridge.gov.uk

Closing date for applications – 7 October 2018

Interviews – week commencing 15 October 2018