

Southsea Town Centre Manager

Ref no: 519

Salary : £30,598 - £36,657 (including 4 MSI's)

37 hours per week

Some evening, weekend and bank holiday working will be required

CRB Disclosure at Enhanced level will be required prior to any offer of employment

Who we are

The City Centre Manager is the line manager for both the Southsea Town Centre Manager and the District Centres Co-ordinator. The team forms part of the Regeneration and Business Department within Portsmouth City Council.

What is the job?

You will raise the profile of Southsea creating vitality through events, activities, promotions, marketing and PR ensuring Southsea's Town Centre current and future viability as a retail centre. You will need to understand the issues facing Southsea Town Centre and identify and develop a clear brand identity for Albert Road as a specialist retail area. You will need to understand and promote the benefits of Town Centre Management and know how towns and cities function. In conjunction with the City Centre Manager you will prepare and then implement and monitor a business plan, paint a picture of the future, sell the dream and from that dream set SMART targets for delivery.

Who are we looking for?

You need to:

1. Have knowledge and be able to explore sources of funding, including a BID as a possible route for future funding.
2. Have previous experience in marketing or PR
3. Be a competent budget manager.
4. Experience of working with multi-agency teams from statutory, voluntary and the private sector.
5. Develop and maintain effective relationships with all stakeholders in Southsea.
6. Be a natural communicator with strong influencing skills and using the most appropriate media, as you will be communicating with businesses, statutory authorities and residents, members and officers so that all are both aware of plans and objectives for the future and up to date on the progress of current projects that you are managing.
7. Have the ability to manage complex projects.
8. Be a conduit between business and the local authority.
9. Attend and take part in relevant meetings.
10. Good IT skills as you will need to prepare and deliver reports and presentations.
11. Be self-motivated and able to work autonomously.
12. Be both a team player and a team leader.
13. Be able to juggle and prioritise many and varied tasks.
14. Be tactical and strategic.
15. Be a catalyst for improvement and have the ability and experience to manage that change.

How can you apply?

There is NO application form, we will shortlist for interview / assessment based on the information you provide, so:

Send us your details including:

- The post you are applying for including ref no:
- How we can contact you including e-mail address and contact tel no:
- Your full work history, explaining any gaps. Including employers name, address, dates from and to and reasons for leaving. This is a legal requirement for this position.
- Please provide details of two referees including your current/last employer (if currently unemployed) for us to obtain references for the successful candidate.
- Why you are the right person for this job – **Remember to demonstrate why you are suitable against each of the 14 points described in ‘who we are looking for’ above. This might be through qualifications or descriptive examples from your work/ personal experience, which clearly illustrates what you did and what effect it had.**

Closing Date: 12 October 2008

- email to recruitment@portsmouthcc.gov.uk
- post to Recruitment, Portsmouth City Council, Floor 3, Core 1, Civic Offices, Guildhall Square, Portsmouth, PO1 2QA

Or, if you have any queries, please contact us on 023 9268 8536

The information you provide will be used for the recruitment of this post only and will be stored for 12 months.