



**AGORA Partnership**

# **Business Development Manager**

## **Application Pack**



AGORA PARTNERSHIP

### Business Development Manager

£27,000 pro-rata, part-time 3 days per week

Saltburn Agora Partnership's vision is to create a 'blooming, vibrant town which is attractive to both local people and visitors'. Saltburn is planning investment in the future of its town centre.

We are now recruiting a Business Development Manager to deliver this exciting and innovative project. This role will allow you to be a part of a partnership exploring new opportunities to achieve our vision. Delivering fresh, exciting projects that will bring clear, measurable benefits and pioneering a new wave of business development and activity within the town are all key responsibilities in this role.

You will bring a successful track record in building and developing successful partnerships, have proven leadership qualities and have excellent communication and presentation skills alongside experience in project management. You will be an enthusiastic professional who will play a key role in promoting and developing the town centre for the benefit of its employers, residents, visitors, shoppers and employees.

In return Agora offers a generous contributory pension, attractive working environment, performance development and flexible working arrangements. The full support of the Agora Partnership is determined to bring about sustained improvement.

For an application pack please telephone 01642 815663 or e-mail: southtees@groundwork.org.uk

**For an informal discussion please contact Diana Parker (Chairwoman of the Saltburn Agora Partnership) on 01287 626997/203155.**

**Closing date: 12th September 2006.**

www.groundwork.org.uk



Groundwork is working towards becoming an equal opportunities employer and welcomes applications from all members of the community.



EXPRESS

A++ No. <b>16086P8</b>	Colour/Mono <b>Mono</b>	SEND	
Sub Job No. <b>178018</b>	Account Handler <b>Bonnie</b>	Deadline <b>X</b>	Adfast/QC/ADS/ISDN <b>X</b>
Publication <b>Northern Echo</b>	Writer <b>X</b>	URN <b>X</b>	ADS/ISDN No. <b>X</b>
Size <b>160 x 93</b>	Read by <b>X</b>	Insertion date <b>X</b>	Order No. <b>X</b>
	Read to <b>X</b>		



## AGORA Partnership

In association with GROUNDWORK SOUTH TEES

### Business Development Manager

£27000 pa Pro Rata to 3 days per week, plus 8% contributory pension

Do you have what it takes to contribute to the Saltburn Agora achievement of our vision

*“Create a booming, vibrant town which is attractive to both local people and visitors”*

Saltburn is planning serious investment in the future of our town centre.

We need an enthusiastic professional to play a key role in promoting and developing our town centre for the benefit of our employers, residents, visitors, shoppers and employees.

We can offer:

- Generous salary
- Performance development
- Attractive working environment
- Flexible working arrangements

And the full support of the Agora Partnership determined to bring about sustained improvement

You will have the opportunity to use your experience and vision to:

- Be part of a partnership exploring new opportunities to achieve our vision
- Deliver fresh, exciting projects that will bring clear, measurable benefits
- Pioneer a new wave of business development and activity within the town
- Work with a wide range of partners, especially key business stakeholders in and around our town centre

You will bring

- A successful track record in building and developing successful partnerships
- Proven leadership skills to inspire our partnership and stakeholders
- Excellent skills and experience in resource management, project management, communication and presentation.

For an application pack please Email [southtees@groundwork.org.uk](mailto:southtees@groundwork.org.uk)

For an informal discussion please contact Diana Parker (Chairwoman) on 01287 626997 or 203155

Closing Date: Tuesday 12 September 2006

We are working towards becoming an equal opportunities employer and welcomes applications from all members of the community.



# **AGORA PARTNERSHIP**

## **GROUNDWORK SOUTH TEES - JOB DESCRIPTION SALTBURN BUSINESS DEVELOPMENT MANAGER**

### **1. BACKGROUND**

Groundwork South Tees' mission is 'to build sustainable communities through joint environmental action.' Groundwork has agreed to employ a Saltburn Business Development Manager on behalf of the Saltburn Agora Partnership.

The partnership is made up of Saltburn businesses and community organisations and runs one of eight pilots under the national Agora programme aiming to revitalise town centres through community involvement in town centre management. The national programme is led by Manchester Metropolitan University and the Association of Town Centre Management and is part-funded by the European Social Fund.

The historic Victorian resort of Saltburn-by-the-Sea has recently seen considerable public investment in its pier and other seaside facilities but the town centre remains disconnected from the seaside and we are missing some of the economic benefit.

Funding has been obtained from members and the Tees Valley Partnership Single Programme for a part-time post to drive the programme that makes real the partnership's aim "To create a booming, vibrant town (Saltburn-by-the-Sea) that is attractive to both local people and tourists; where tourists shop and locals enjoy the facilities of the town".

This is funded initially until March 2008. The post-holder will be targeted to make the job permanent after that date.

This role falls within the Groundwork themes of:

- People – creating opportunities for people to learn new skills and take local action.
- Places – creating better, safer and healthier neighbourhoods.
- Prosperity – helping businesses and individuals fulfil their potential.

### **2. LINE MANAGEMENT**

The Business Development Manager will be accountable to the management committee of the Saltburn Agora Partnership but will report to the Executive Director of Groundwork South Tees on a day-to-day basis.

### **3. KEY RESPONSIBILITIES**

Co-ordinating the production of publicity material to promote the shopping centre to tourists.

Co-ordinating the shops to ensure that they are open and attractive at the time that tourists are in the town and determine how many jobs were created by this extended opening.

Involving local people and all other stakeholders to ensure that the town is attractive and that facilities are used to the full.

Delivery of the milestones of the project. The Business Development Manager will report to the committee monthly on progress and likely problems in hitting future milestones. Having negotiated any necessary amendments, the Manager will deliver the milestones as amended.

Delivery of the project on budget. The Business Development Manager will report to the committee monthly on expenditure against budget and likely problems in hitting future budgets. Having negotiated any necessary amendments, the Manager will deliver the project on budget as amended.

Customer satisfaction. The Business Development Manager is the face of the partnership and will develop and report measures of customer satisfaction. A happy customer has got exactly what he/she wants but a satisfied customer may realise that there is a good reason why he/she has not got it yet.

Creation of a funded social enterprise by quarter 1 2008. The Business Development Manager will develop and present to the committee a detailed plan to achieve this objective drawing advice from Manchester Metropolitan University Business School Retail Enterprise Network, the Association of Town Centre Management, Redcar & Cleveland Borough Council, Business Link and elsewhere.

Any other duties and responsibilities deemed appropriate for the post of Saltburn Business Development Manager.

#### **4. CONDITIONS OF SERVICE**

The appointment will be subject to the Trust's terms and conditions of employment. The most important details are as follows:

- There will be a probationary period of 6 months.
- Hours are based on 37 per week, full time equivalent. The Business Development Manager is expected to work between three and four days each week except for sickness and holidays. A budget of 6 months in 2006/7 and twelve months in 2007/8 has been set. The manager will consult with the committee and with Groundwork management then schedule his/her time to deliver the results required and personal needs within this budget. Some evening and weekend working and overnight travel may be required. Reasonable time off in lieu will be given.
- Annual leave entitlement is 29 working days in addition to statutory public holidays pro rata to working days.
- The Trust operates a Group Pension Plan at a contribution of 5% minimum from the employee and 8% from the employer.
- The post will be based in Saltburn town centre.



## AGORA Partnership

In association with

### GROUNDWORK SOUTH TEES - PERSON SPECIFICATION SALTBURN BUSINESS DEVELOPMENT MANAGER

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<p><b>1. <u>QUALIFICATIONS</u></b></p> <p>Good educational standard.</p> <p>Ability to travel around Tees Valley.</p> <p><b>2. <u>SKILLS AND ABILITIES</u></b></p> <p>Budget management</p> <p>Project management</p> <p>Reporting and presenting</p> <p>Working independently</p> <p>Understanding Public/private sector funding</p> <p><b>3. <u>EXPERIENCE</u></b></p> <p>Delivering a project in partnership with a range of organisations from different sectors.</p> <p>Two years budget management.</p> <p>Two years reporting and presenting.</p> <p><b>4. <u>PERSONAL QUALITIES</u></b></p> <p>Committed to the principles of sustainable development.</p> <p>Self-starter.</p> <p>Resilient.</p> <p>Good negotiator, both formally and informally.</p>	<p>Educated to degree level.</p> <p>Driving Licence.</p> <p>Town centre management</p> <p>Two years town centre management.</p>



**AGORA Partnership**  
In association with

# Groundwork Application Form

Please complete this Application Form in black ink or type



Last name: (Mr, Mrs, Miss, Ms etc....)		First Name:	
Address:		Home telephone:	
		Work telephone:	
Position applied for:		How did you find out about this post? (Newspaper advert, internet, internally, word of mouth etc)	
ID No: (For office use only)			

**EDUCATION** – Please give details of your full time education since the age of 15.

Dates		Name of School, College or University	Qualifications
From	To		

Please give details of any other courses attended and qualification, if any, achieved.

Date	Name and place of course	Qualification

**EMPLOYMENT HISTORY**

Please give any details of jobs you have held starting with your present or most recent employer and work backwards in chronological order. Include in this any periods of military service, registered unemployment and temporary/voluntary employment.

Dates		Employer's name, address, type of business, salary and notice required.	Position held, duties, responsibilities and reason for leaving.
From	To		

**ADDITIONAL INFORMATION**

**Please use up to two additional sheets of paper if needed (any more than 2 pages will be detached and will NOT be considered as part of the application). DO NOT ATTACH YOUR CV.**

Please describe why you feel you are suited to the position (e.g. personal attributes, relevant experience etc, referring to the job description and/or person specification).

Please describe how you occupy your leisure time (i.e. hobbies/interests).
Do you possess a current full driving licence? Yes/No (If relevant to the post)
Please give details of any voluntary organisation, committee, council, or professional bodies with which you are involved:

**REFEREES**

Please give details of two people (not relatives) that we could approach for references, **one of which should be your current or most recent employer.** Please ensure that you have obtained their permission prior to submission. By completing this section we will assume you have given these referees permission to disclose information about you to us.

Name:	Name:
Job title:	Job title:
Address:	Address:
Tel No:	Tel No:
Capacity in which you are known to the referee:	Capacity in which you are known to the referee:

Under the Data Protection Act 1998, Groundwork is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form apart from the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act i.e. gender, race. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms. It will also be held in computer format. **By signing this form you are giving consent to Groundwork to use this data in the way described above.**

*I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996).*

Signed.....  
Date.....

**Please ensure that you have read and checked this Application Form thoroughly prior to submission ensuring that you have followed the instructions carefully.**