



JOB ADVERTISEMENT

Regional BIDs Co-ordinator based at home but travelling throughout the East Midlands. Salary dependent upon knowledge up to £24,000 (12 month contract).

The Association of Town Centre Management (ATCM) is a not for profit membership organisation focused primarily on the regeneration of the UK's towns and cities. We are one of the leading organisations in the development and support of Business Improvement Districts (BIDs) through our National BIDs Advisory Service. We have recently been invited to deliver the UK's first regional BIDs Academy on behalf of East Midlands Development Agency (*emda*) and we are looking for a self-motivated and enthusiastic individual to join our team to co-ordinate this programme.

If you are our successful candidate you will have a unique opportunity to develop an extensive knowledge of BIDs and raise your profile within the East Midlands. You will need administrative and management knowledge, preferably working within a partnership structure. You will be able to work with minimum supervision, build relationships with people at all levels and work within tight deadlines.

You must willing and able to work from home. You must also have your own transport and be willing to travel throughout the East Midlands on a regular basis. We will pay travel and subsistence expenses incurred.

Please send a CV and supporting letter including details of current salary to:

Jacquie Reilly
Partnership and Communications Director
ATCM
1 Queen Anne's Gate
Westminster
London SW1H 9BP

Closing date 23 November 2006

Interviews to be held on 30 November 2006 at East Midlands Development Agency (*emda*)

PERSON SPECIFICATION

We require a motivated and enthusiastic individual who will be able to demonstrate a successful track record in administration and basic management including researching and collating information, report writing, liaising with people at all levels and maintaining budgets. Must have a positive attitude and excellent communication skills.

JOB DESCRIPTION - REGIONAL BIDS CO-ORDINATOR

KEY OBJECTIVES

- Administration of East Midlands Development Agency (*emda*) BIDs Academy programme
- Provide a direct link between ATCM and all BID Academy Locations
- Co-ordinate all events and activities undertaken by the ATCM as part of the BIDs Academy

PRINCIPAL AREAS OF RESPONSIBILITY

- Administering the programme of events for the BIDs Academy
- Administering the BIDs Academy Bursary Scheme
- Developing and administering the quarterly reporting process
- Liaising with all BIDs Academy pilots
- Researching and recommending potential partner support programmes
- Facilitating networking sessions for Pilots
- Identifying Pilots issues and researching possible solutions
- First point of contact for all enquires regarding the Academy
- Ensuring a consistently high standard of professionalism and delivery

MAIN ACTIVITIES

- Event management for seminars, workshops, training and study tours
- Carrying out a comprehensive evaluation of each event and making recommendations for content and format of future events in the light of this feedback
- Collating quarterly reports on activities and Pilot progress including designing and producing graphs and statistical information
- Undertaking surveys and research to provide more detailed information and case studies on BIDs
- Liaising with and visiting Pilot locations and providing detailed feedback and action plans resulting from the visits
- Ensuring Pilots meet their commitments as part of the Academy programme
- Researching potential support facilities for Pilots and producing information on what is available and how it can be accessed
- Developing and producing information packs, press releases and briefings on Pilot progress and lessons learnt
- Undertaking any other activities as necessary in a small organisation on a short-term, temporary basis

QUALIFICATIONS AND EXPERIENCE

Preferably educated to degree standard

Demonstrable knowledge in administration and management

Computer literate able to work with Microsoft Word, Excel and Access

Full driving licence

REPORTING TO

Partnership and Communications Director, Association of Town Centre Management