

Wolverhampton - City Centre Manager
£37,000

The City of Wolverhampton is a major sub-regional centre with a thriving economy and has recently benefited from a significant level of investment with more exciting projects underway. This vibrant, fast growing and ever changing city is a great place to live, visit and work. The City Centre Company is a public, private and community sector partnership, established to improve, promote and sustain the vitality, viability and long term economic prosperity of the city centre.

We are seeking someone who has outstanding qualities in dealing with both public and private sectors, in joint working and co-ordinated management. An understanding of commercial business and the processes of local government is desirable. You will be required to implement projects and follow them through. Some experience in marketing would be desirable.

You will demonstrate a wide knowledge of city centre issues and have excellent verbal and written communication skills, being capable of working on your own initiative and prioritising your workload. The ability to lead and motivate your team with enthusiasm is essential.

If you are interested, please apply by letter, enclosing your current curriculum vitae.

Please email: Liz.Stevenson@wolverhampton.gov.uk

Closing date for applications 13th June 2008
Interviews held Tuesday 1st July 2008

JOB DESCRIPTION
Wolverhampton City Centre Manager

Salary:

£37,000

Accountable to:

The Chairman and Board of the Wolverhampton City Centre Company

Job Purpose and Role:

To provide the first point of contact to interface, liaise and facilitate effective communication and co-ordination between businesses, investors and stakeholders in the city and the various authorities and agencies that serve the city.

Job Description:

- To assist with the economic growth and development of the City Centre by working with all sectors of the business community and public sector organisations
- To assist in the organisation of events in the City Centre
- Undertake budget and programme management
- Manage a small team
- To investigate and secure sustainable core funding
- Act in a facilitation and co-ordination role with others stakeholders and service providers from the public and private sectors such as the City Council, Police, Chamber of Commerce, key employers, retail sector etc
- Work with the Wolverhampton Development Company to promote development opportunities
- Liaise between all bodies that are presently, or may be in the future, connected to the development and regeneration of the City Centre
- To report, as required, to the City Centre Company Board and Executive, including the organisation of board meetings
- Work with other organisations and bodies responsible for the marketing of the City and assist in the promotion of Wolverhampton as a place to shop, visit, live, work, study and to promote the cultural diversity of the city
- Act as spokesperson for the WCCC to the local broadcast and news media in liaison with the Chair of the Executive Group
- Engage with community groups (i.e. schools, interest groups) to inform advise of matters regarding the City
- Play a key role in driving forward the promotion and development of the BID project / Membership Scheme in close partnership with the WCCC Board and the City Centre Business community
- Work within, and actively support, the Company's structure and seek to achieve the key performance indicators of any service level agreement entered into
- Undertake additional duties as may be occasionally allocated, commensurate with the grade and concept of the post

A full Person Specification is available on the vacancies page of the ATCM website.