



## HELP TO ACHIEVE CROYDON BID'S VISION

The Croydon Town Centre Business Improvement District (BID) is a groundbreaking private sector-led initiative established in April 2007. The BID aims to improve the competitiveness of Croydon Town Centre and to develop its position as a leading commercial and cultural centre in the South East, by tackling issues of crime, environment, image and access and by delivering a series of new and enhanced services to the area. We now need two self-motivated, hard working and effective communicators to join the team:

### **Town Centre Operations Manager - Salary circa £30 - 35k p.a.**

*With a "can do" approach, you will demonstrate a wide knowledge of town centre issues and have experience of working with the business community, Local Authority and other statutory agencies. You will be required to manage large scale projects and must be capable of working on your own initiative.*

*This is not an office based position and most of your time will be spent in the town centre liaising with local businesses and dealing with day to day operational issues. The role may require evening and weekend work. You must have excellent communication and negotiation skills. You will also have a minimum of 5 years' relevant experience in a management or supervisory position.*

### **Administrator/ Event Coordinator – Salary circa £15-17k p.a.**

*We are also looking for an enthusiastic, flexible and IT literate administrator to support our team. The successful candidate will have strong organisational skills, good verbal and written communication skills and have experience or an interest in event management.*

Both candidates will be expected to work as part of a team to market the town centre and should be able to demonstrate a basic knowledge of marketing. Full job descriptions are available at [www.croydonbid.com](http://www.croydonbid.com)

If you are interested, please apply now by sending a covering letter and curriculum vitae to Ros Morgan, BID Manager, Croydon BID, Park House, 22 Park Street, Croydon CR0 1YE or email: [info@croydonbid.com](mailto:info@croydonbid.com)

**Closing date for applications 27th June 2008**

**Interviews held Tuesday 8th July 2008**