

Job Description and Person Specification

Reports to:

Choose Abingdon Partnership Board (in respect of strategic direction)
Head of Community Strategy (in respect of operational management)

Purpose:

Manage the annual partnership business plan for Abingdon, acting as a co-ordinator and catalyst for change, and work in partnership with businesses and key stakeholders to develop initiatives that maintain a vibrant town centre

Responsibilities:

Prepare, deliver and monitor the business plan for the Choose Abingdon Partnership

Arrange and manage Partnership meetings (including preparation of agendas, reports and minutes)

Identify funding opportunities for the Partnership and assist others to access funding for projects that bring people into the town centre

Promote the benefits of the Partnership to local businesses, councillors, council managers and residents

Any other duties of a reasonable nature (for the post and grade) that may be required

Special Conditions:

There is a requirement to work outside normal office hours (time off in lieu will be given in complete recompense)

Part time post, hours to be agreed, three year fixed term contract, casual car user allowance

Person Specification

<u>Factor</u>	<u>Essential or Desirable</u>	<u>Assessed by</u>
1.0 <u>EXPERIENCE</u>		
Experience of achieving results through influence and partnership working	E	Application/ Interview
Experience of working in the retail sector	D	Application/ Interview
Experience of managing marketing campaigns	D	Application/ Interview
Some budgeting experience	D	Application
2.0 <u>QUALIFICATIONS</u>		
Degree level qualification or equivalent	D	Application

3.0 SKILLS, KNOWLEDGE, ABILITIES AND PERSONAL QUALITIES

<u>Factor</u>	<u>Essential or Desirable</u>	<u>Assessed by</u>
Good understanding of town centre management	D	Application/ Interview
Ability to think strategically	E	Application/ Interview
Good project management skills	E	Application/ Interview
Good influencing and negotiation skills	E	Application/ Interview
Good written communication skills	E	Application
Good verbal communication & interpersonal skills	E	Interview
Ability to carry out research, plan and monitor partnership business plan	E	Interview
Experience of Microsoft Office	E	Application

4.0 OTHER REQUIREMENTS

Ability to adapt style to audience and setting	E	Interview
Ability to inspire confidence in colleagues and partners	E	Interview
Willingness to attend meetings and other events outside of normal office hours	E	Interview