



Business Improvement District (BID) Co-ordinator

1 year post - £28,000 + Bonus

Inverness City Centre Management has successfully attracted funding from the Scottish Executive to pilot an application for Inverness city centre to become a Business Improvement District (BID).

We are recruiting a BID Co-ordinator to develop and promote the Inverness City Centre BID with the aim of identifying suitable projects and securing sufficient support to establish an official BID within the City Centre.

The successful candidate will engage with all those located within the BID area and other key stakeholders to produce a BID Business Plan.

You will need good levels of communication skills, excellent business planning skills and the ability to maintain a balanced approach to problems and issues. You should have experience of working with a wide range of stakeholders and an understanding of business preferably in the retail trading environment.

For a Job Description, Job Specification and an Application Form either telephone (01463) 723532 and leave your name and address or download the information from our website at www.invernessccm.co.uk or for information on BIDS log onto www.ukbids.org.

Please send your application form along with your CV to:
Sharon A.P Mackay, Inverness City Centre Manager, City Partnership Office, 20 Bank Street, Inverness. IV1 1QU
by no later than noon on Friday 9 June 2006.

***Inverness City Centre Management ...
...working together to create
a better city centre experience***

PERSON SPECIFICATION INVERNESS BID CO-ORDINATOR

Educational Qualifications	Specific qualifications are not essential but a good standard of general education is required, preferably to degree level or an equivalent standard through experience in the workplace.
Experience	A minimum of two years relevant experience in retailing / marketing / project management.
Technical Competence	<p>Applicants must be able to demonstrate experience and be capable of:</p> <ul style="list-style-type: none"> • Developing and managing projects • Business planning - managing and presenting complex financial packages • Quantifying / benchmarking existing services • Understanding of and commitment to consultation and participation with the ability to manage the resulting data • Understanding the issues relating to City Centre Management and urban regeneration, the needs of local businesses and the main factors affecting their success or failure • Understanding BIDs • Identifying opportunities and securing funds from a variety of sources • Working with the public and private sectors in a multi-agency context • Working under pressure and managing a demanding workload • Competent use of MS Office (Access, Excel, Powerpoint and Word etc.) <p>Knowledge of the following areas is desirable:</p> <ul style="list-style-type: none"> • Local government structures, processes and procedures

<p>Skills & Abilities</p>	<p>Candidates for this post should already have a number of key skills and abilities which will enable them to carry out the duties effectively: -</p> <p>Excellent inter-personal and negotiating skills with the ability to develop and maintain relationships with a wide range of people;</p> <p>Ability to communicate effectively with well developed oral, written and presentation skills;</p> <p>Ability to exercise sound judgement and sensitivity in dealing with complaints and other confidential matters;</p> <p>Organisational skills with the ability to use initiative, plan ahead and meet deadlines whilst paying attention to detail;</p> <p>Ability to solve problems logically and with the flexibility, energy and persistence to deal with and overcome setbacks or obstacles;</p> <p>A strong drive to see projects through to completion, to meet objectives and achieve results;</p> <p>Ability to identify and develop innovative operational plans to address and build upon strategic objectives;</p> <p>Ability to analyse data to reach balanced and reasoned conclusions and to produce well-reasoned written proposals;</p> <p>Ability to understand and use basic marketing principles and techniques;</p> <p>Enthusiasm and commitment to provide a quality service.</p>
<p>Special Requirements</p>	<p>Able to work flexibly to meet the needs of the job, including evenings, weekends and Bank Holidays as the job requires e.g. attendance at meetings, events etc.</p> <p>A full and clean UK driving licence is essential.</p>

JOB DESCRIPTION

INVERNESS BID CO-ORDINATOR

RESPONSIBLE TO

The postholder will report to Inverness City Centre Management's BID Working Group with line management provided by the City Centre Manager

OVERALL JOB PURPOSE/OBJECTIVES/KEY RESPONSIBILITIES

To develop and promote the Inverness City Centre BID with the aim of:

- identifying suitable projects
- securing sufficient support to establish a BID within the City Centre

MAIN DUTIES / KEY TASKS WITH PERFORMANCE CRITERIA

1. Develop and agree a timetable for the BID process with key milestones. Monitor and review the timetable on a regular basis.
2. Develop and maintain a database with relevant details of all businesses within the BID area.
3. Develop a detailed BID communication strategy.
4. Establish appropriate and effective liaison, consultation and communication mechanisms for all key stakeholders, including all partner agencies and organisations. Ensure that businesses have every opportunity to participate actively at all stages of the BID process.
5. Provide ongoing monitoring and evaluation of the BID communication strategy, providing regular progress reports to the Inverness BID Working Group.
6. Ensure mechanisms are in place to quantify and benchmark existing public services, such as street cleansing, maintenance, landscaping and community safety so that BID services can demonstrate real "additionality".
7. Develop a viable Business Plan including details of service improvements, costs, proposed structure to deliver the BID and robust, relevant performance measures to which businesses can relate.
8. Develop a mechanism for the BID voting process and collection of the levy in consultation with the Highland Council's Revenues Officers.
9. Secure additional resources such as voluntary contributions from property owners and new and existing funding sources.
10. Play an active role in the national Pilot, participating in Pilot Project events, including workshops, seminars, working groups and study tours. Provide timely responses to all Pilot Project information requests.
11. Co-ordinate and support the work of the BIDs Working Group.
12. In conjunction with the City Centre Manager, manage the budget allocated for the BID Pilot Project.
13. Contribute to the overall management of the City Centre and to the development and success of its operation; promote good working relationships with customers, other service providers and / or their agents and representatives.

EMPLOYMENT APPLICATION FORM

Please complete legibly, in block capitals.

*** All applications will be treated in confidence, and applicants will not be discriminated against on the basis of gender, marital / parent status, nationality, ethnic origin, religion or disability.**

POST APPLIED FOR:		CLOSING DATE:	
Where did you see this post advertised?			
When could you commence employment with us?			

SURNAME		* TITLE <small>(Mr, Mrs, Ms etc)</small>	
FORENAMES		DATE OF BIRTH	
CURRENT ADDRESS			
POST CODE			
Tel No. (Home)		Tel No. (Work)	

NI Number		* Do you require a work permit to work in the UK?	YES / NO
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Current driving licence	YES / NO	Car Owner	YES / NO
Details of Endorsements:			

EDUCATION			
Name of Secondary School		From / To	
Qualifications gained and grades			

Further Education (most recent first)			
1. Name of Establishment		From / To	
Course of study			
Qualification gained			
2. Name if Establishment		From / To	
Course of study			
Qualification gained			

MEMBERSHIP OF PROFESSIONAL BODIES

Name		Date	
Name		Date	

Please list any other relevant professional or other training you have undertaken	
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EMPLOYMENT HISTORY
Please give details of present and past employers, to cover the last ten years, starting with the most recent.

EMPLOYER				
ADDRESS				
Salary / Rate				
Job Title				
Dates employed	From:		To:	
Reason for leaving				

EMPLOYER				
ADDRESS				
Salary / Rate				
Job Title				
Dates employed	From:		To:	
Reason for leaving				

EMPLOYER				
ADDRESS				
Salary / Rate				
Job Title				
Dates employed	From:		To:	
Reason for leaving				

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ADDRESS				
Salary / Rate				
Job Title				
Dates employed	From:		To:	
Reason for leaving				

Please continue on a separate sheet if necessary

FURTHER INFORMATION

Please give any additional information in support of your application, e.g. why you think you are suitable for the post, your main achievements to date, and any knowledge, skills and experience you feel are relevant to the post applied for:

Please enclose your CV if you have one

HEALTH

* Please give details of any health problems which may affect your ability to perform in the post applied for.

HOBBIES & INTERESTS**REFERENCES**

Please give details of 2 references, one of whom must be a former employer.

Reference 1	FORMER EMPLOYER	Reference 2	
Name		Name	
Position		Position	
Company		Company	
Address		Address	
Tel No		Tel No	

DECLARATION

I declare that all information I have given is complete and true. I understand that, if any information given is later found to be false, I may be liable to disciplinary action, including summary dismissal. I understand that the completion of this form does not imply intent or obligation on the part of the organisation to provide employment.

* I agree that the company may approach my current / past employers for references. (Please delete * if you do not wish us to contact your current employer before any offer of employment.)

SIGNED _____

DATE _____

FOR OFFICE USE ONLY

Interview? NO → Rejection letter sent? YES / NO
YES → Interview date? _____
Interview letter sent? YES / NO
Interviewer(s) _____

2nd interview? NO → Rejection letter sent? YES / NO
YES → Interview date? _____
2nd Interview letter sent? YES / NO
Interviewer(s) _____

Offer? NO → Rejection letter sent YES / NO
YES → References taken up? YES / NO
Ref 1: Contacted _____ Replied? _____ OK? _____
Ref 2: Contacted _____ Replied? _____ OK? _____
Medical required? YES / NO
Offer letter sent? YES / NO
Offer accepted? YES / NO
Agreed start date: _____