



Bury St Edmunds Town Centre Management

JOB DESCRIPTION

Job Title	Hours	Salary	Section & Location
TOWN CENTRE MANAGER (Part Time – 28 hours per week)	28 hours over 4 to 5 days per week	£26,000	BURY ST EDMUNDS
POSITION IN ORGANISATION Town Centre Manager for Bury St Edmunds for a three year contract – 28 hours per week flexible over 4 or 5 days.			
PURPOSE OF JOB (Why does job exist) To enhance, improve and promote the vitality and viability of Bury St Edmunds town centre as a place to shop, visit, work and live by working with the Town Centre Management Board, town centre businesses and organisations, the local community, the Borough Council, the Town Council, and the Chamber of Commerce & Industry.			
A KEY RESPONSIBILITIES AND ACTIVITIES <ol style="list-style-type: none"> 1. To revise and implement the existing town centre management strategy. 2. To report directly to the Chairman of the Town Centre Management Board (TCMB), and to arrange, attend and report regularly to meetings of the TCMB and any other Town Centre Management Forum. 3. To build on existing initiatives and develop new ones which increase footfall, visitor numbers and visitor spend, vitality and interest in the town centre. 4. To co-ordinate promotional events such as markets, fairs, Christmas celebrations, etc. 5. To market the town centre and produce material promoting it. 6. To monitor retail and commercial development proposals and ensure that a vibrant and well-balanced business mix exists in the town centre. 			

7. To liaise with and promote good communication between town centre businesses and organisations, accommodation providers, the Borough Council, the Town Council, the Chamber of Commerce & Industry, local amenity bodies and town centre residents over all issues relating to the town centre.
8. To respond to the concerns of town centre businesses, residents and visitors and resolve problems or report them to whoever can resolve them.
9. To liaise with the Police and other agencies about the safety and security of the town centre.
10. To liaise with the appropriate local authority over such issues as street cleansing, refuse disposal, car parking, markets and street trading.
11. To manage the finances of the TCMB.
12. To identify and achieve new sources of funding to reduce the dependency on public sector funding and secure the future viability of the Group.

Note

To undertake the full responsibilities of this post and to ensure that the post holder is seen to be independent it is a requirement of the appointment that the post holder does not have any interest in an existing town centre business or is a member of either the Bury St Edmunds Town Council or St Edmundsbury Borough Council. Any other current or future conflict must be avoided.