

The Greater Hammersmith Business Improvement District

The Greater Hammersmith Business Improvement District (BID) is a new partnership company working to achieve improvements of the business environment in central Hammersmith. After a successful vote in late March 2006, the Greater Hammersmith Business Improvement District will commence operations in September 2006 with projects and services that will add value and attract more business into our town centre.

We now need a highly motivated team to make the Business Improvement District operational and start delivering on the projects. We are looking for a team that can demonstrate a commitment to enhancing the local area, and possess a wide range of experience including: team leadership, project management, administration, financial management as well as influencing and communicating at all levels.

Chief Executive

Up to £45k p.a. Three year fixed term contract, full time

This is a great opportunity for an experienced retail/town centre manager to set up and take full managerial responsibility for this exciting new venture.

Experience of the start up of an operation would be a distinct advantage, and our ideal candidate will have had frontline experience of managing a retail outlet or shopping/town centre, a strong customer service focus and be fully conversant with retail security procedures.

As the Chief Executive you will be a charismatic communicator with a real passion for making things happen, winning friends and influencing people. This post will require you to work closely with stakeholders at all levels within the council, the police, and town centre businesses to deliver our challenging mandate through your team's efforts. You will also need to be commercially and politically aware. You must have a 10 year checkable work history, be willing to undergo CRB checks and licensing in accordance with the Private Security Industry Act 2001.

Application deadline: Tuesday 30th May

Interview date: Thursday 8th June

Operations Manager

Up to £35k p.a. Three year fixed term contract, full time

The Greater Hammersmith Business Improvement District will deliver many additional services to central Hammersmith and make the town centre cleaner, safer, more attractive and better promoted and energised. The role will be to deliver the BID business plan and to create a positive climate within which local and national business stakeholders will engage with the BID.

The company wishes to appoint an Operations Manager to manage the development and delivery of the various BID initiatives under the direction of the BID Chief Executive. This will involve a wide range of duties over an equally wide range of aspects covered by the BID Business Plan, to realise the company's objectives.

Suitable applicants will be dynamic, intelligent, enthusiastic, industrious, self-motivated and disciplined, with the capability to develop an analytical approach to situations as well as creative thought. They will possess experience in private sector business and also in dealing with public sector agencies, with good knowledge and experience of Local Authorities.

Suitable applicants should have experience of managing people, employment practices and project management, together with the creation and management of events. They should also be well experienced in dealing and communicating effectively with people at all levels, be practically minded, able to work well with others and with a good standard of education, preferably to degree level.

Applicants should be capable of producing clear reports and be proficient in the use of computers and the internet, and the ability to create website pages would also be an advantage. Knowledge of Business Improvement Districts, and associated Regulations would be extremely beneficial.

Application deadline: Tuesday 30th May
Interview date: TBC

Administrator
Up to £15k p.a. Three year fixed term contract, full time

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This is a unique opportunity to work within a fast paced team on a wide range of projects across Hammersmith. The Company wishes to recruit an Administrator with excellent planning & organisation skills to provide administrative and other support to the BID team. Suitable applicants will have experience of working in a business, local authority or other office environment and be able to deal with a variety of people with different interests and sustain good working relationships amongst people with competing view points.

Suitable applicants will be able to maintain accurate and succinct records with good attention to detail. They will possess good communications skills both face to face and by telephone, and be IT literate and able to use Windows based IT systems and software, particularly Databases and Microsoft Office.

Suitable applicants will have experience of working effectively in a business to business and business to consumer environment, experience of working with a range of stakeholders, across both public and private sectors and have a wide knowledge and understanding of administrative systems. Knowledge of the property and retail industry or BIDs would be extremely advantageous.

Application deadline: Tuesday 30th May

Interview date: TBC

General Details

If you are interested in applying to any of these positions (or for further details of the BID) please visit our website www.greaterhammersmith.com for the full job descriptions. Alternatively, call John Ebo on 020 8753 3528 for an informal discussion about the post.

To apply, send a letter that demonstrates your aptitude for this position and provide a CV with details of your current remuneration package to:

Mr Arun Sondhi
Greater Hammersmith BID
Kall Kwik Hammersmith
102 King Street
Hammersmith
London W6 0QW

We are also happy to receive your application by email or fax

Email address: aruns@kallkwik.kwiknet.com

Fax no: 0208 741 3934