

Job Description – BID Project Manager (Business Development Manager) with specific remit for BIDs in Derby City centre.

Job title: BID Project Manager
Reporting to: pfbb Operations and Finance Director
Employed by: pfbb UK

Job Purpose

To support the businesses of the Cathedral Quarter Business Improvement District (BID) and St Peters Quarter Business Improvement District (subject to successful renewal) to achieve their aim of delivering the objectives in their business plans. This will be done by liaising with and developing strong relationships with businesses and other key stakeholders such as Derby City Council, University of Derby, Derbyshire Police and Marketing Derby interpreting ideas into practical deliverable actions and coordinating activity and project management to enable the delivery of the BID plan.

Main Responsibilities and Activities

Engagement

Working closely with the BID Chairs and Boards:

- Represent the BIDs, the Boards and pfbb UK in a professional and exemplary manner at all times
- Act as the lead point of contact for the BIDs in all of your activities as BID Manager
- Work closely with and develop strong working relationships with businesses, partner organisations, agencies and stakeholders across the area with whom the BID relies for delivery of its business plan
- Communicate effectively with businesses, development agencies, statutory and local authorities to gain support and commitment to the delivery of the BID business plan
- Develop and implement systems to keep local businesses, partners and the broader community, aware of the activities of the BID and engage them as appropriate
- Liaise with and develop strong, beneficial relationships with Local Government agencies, potential partners in the business, public and voluntary sectors and organisations and individuals within the wider community on BID matters
- Continually develop knowledge of and profile within the industry bodies of ATCM and the BID Foundation and the wider BID industry, in particular by identification of trends, concepts, innovation etc. and share knowledge gained of best practice in BID management with the wider pfbb UK team

Project Delivery

- Identify projects for delivery against the BID Business Plan objectives. Prepare project plans, understand critical paths. Directly deliver projects and, as a project manager, work with suppliers and businesses to support and enable this project delivery
- Identify opportunities where, by working with partners to support or add value to their project delivery, it will also address BID Objectives
- Develop working groups of stakeholders to engage them in the project delivery of the BID, providing a lead as chair of these meetings, structuring agendas, recording notes and coordinating resulting actions and activity

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- Coordinate the production and distribution of publications and promotion such as leaflets, newsletters, press releases and digital media
- Develop tender briefs to aid with contractor selection, liaise with BID contractors and suppliers on operational matters and oversee payment, to ensure both effective project delivery and value for money
- Seek to secure additional revenue and match funding for delivery of projects

Management (in conjunction with pfb Operations and Finance Director)

- Interview, appoint and line manage pfb and BID personnel.
- Establish and enhance a team spirit and sense of pride in the various roles performed within the BID
- Maintain staff records, review performance against objectives, undertake appraisals, assess training needs, salary reviews and other procedures in accordance with the Staff Handbook.

Reporting and representation

- Coordinate and attend Board meetings, structuring agendas, providing a brief to the Chair and supplying the directors with the necessary literature and reports to allow them to come to informed, relevant and accurate decisions, recording minutes and coordinating resulting actions and project delivery
- Monitor project delivery and report progress and project plans to their line manager and at the Board meetings
- Ensure the efficient and effective management of the BID through the implementation of management and quality control systems
- Responsible for forecasting and management of budgets for both revenue and expenditure
- Maintain accurate financial records and adhere to financial protocols
- Work with the Board to support them in safeguarding the financial position of the BID Companies to ensure that performance is at least in-line with approved budgets
- Ensure effective measurement and performance of all service providers
- Liaise on a monthly basis with the 'Billing Authority' representing the BIDs in monitoring collections
- Identify and deliver key performance measurement standards
- Work with the contractor established to provide accounting functions for the BIDs
- Represent the BIDs at appropriate internal & external events
- Represent the BIDs on other partner forums, groups and committees
- Attend BID related meetings, seminars and conferences at local level to support the development of the BIDs' delivery plans
- Work closely with the Chairs of the Boards and the Boards to keep them apprised of progress on all matters relating to the delivery of BID projects.

The job description is a guide to the nature of the work required but does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and does not preclude change or development which may be required in the future.