



October 2015

## **BID ST ANDREWS SEEKS BID MANAGER**

The [BID St Andrews](#) steering group is advertising the new role of BID Manager.

A new Board of Directors (to be elected and in post before Christmas) will be responsible for appointing and employing the manager.

To this end, we seek applications (to be received no later than noon on Wednesday 18<sup>th</sup> November 2015) with an up to date CV and letter detailing why you are the right person for the role. These should be sent marked 'BID Manager Application' to: BID St Andrews, Kinburn Castle, St Andrews, KY16 9DR.

The full time position demands someone with enthusiasm and initiative. A full break down of the job's role, responsibilities and personal criteria is detailed on the following pages.

The salary will be up to £30K per annum (depending on the applicant's experience). Holidays will be 28 days per annum including statutory days.

Please note, the BID's formal delivery starts on Monday 4<sup>th</sup> January 2016; applicants should stipulate when they would be able to start in the Manager's role.

If you have any questions, please email [info@bidstandrews.co.uk](mailto:info@bidstandrews.co.uk)

Thank you.

*Ken Dalton*

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BID ST ANDREWS STEERING GROUP

BID ST ANDREWS, KINBURN CASTLE, ST ANDREWS, KY16 9DR.  
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## BID St Andrews seeks a Manager

### Role & Responsibilities

The person sought will be required and expected to undertake the following:

1. Be accountable to the Board of Directors and undertake both operational and strategic projects to sustain the success of the Business Improvement District in line with the BID Business Plan
2. Provide day-to-day management and leadership, working in association with all the town centre agencies and service providers
3. Deliver the projects and services set out in the BID Business Plan, ensuring delivery in a professional, transparent and cost effective manner
4. Measure and monitor the Key Performance Indicators (KPIs) set out in the Business Plan
5. Propose revisions to the Business Plan as necessary with clear and justified recommendations for the BID Board
6. Prepare monthly reports and briefing papers (as required) for the BID Board to make appropriate and informed decisions
7. Direct and manage all BID contracts, commitments and baseline agreements in line with the BID Business Plan
8. Act as main company point of contact for all strategic and (where required) operational matters relating to the BID area
9. Act as the first point of contact for all levy payers within the framework of the Business Plan as well as for the operational needs of the company
10. Proactively with others seek and secure additional/further funding to sustain the company for the future
11. Work positively and constructively with the Local Authority to ensure maximum investment and co operation in achieving the objectives of the BID Business Plan
12. Manage the overall budget in line with good practice and financial control procedures to ensure that the projects and services are developed and delivered within the agreed budget.
13. Monitor expenditure and advise the Board of the financial position of the company including the assistance with the preparation of company accounts
14. Liaise and work with other agencies and bodies in relation to the strategic development and economic growth of the BID
15. Co-ordinate and manage marketing, promotional and associated events with the assistance of creative, design & marketing agencies to maximise impacts and outcomes.

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16. Ensure that the company is promoted positively and that the reputation of both the Company and St Andrews Town Centre are maintained to the highest quality
17. With others maintain a website and social media to keep the businesses and the local community apprised of developments, new projects and activities of the company

### Personal Criteria

Although previous multi-functional operational business experience and a knowledge of town or city centre management is not required, the right applicant must be able to demonstrate that they meet the following personal criteria:

1. Demonstrable commitment to providing an exceptional customer service experience
2. Experience of project and financial management
3. Ability to communicate both orally and in writing to a wide range of bodies, agencies, sectors and the local community
4. Ability to build and maintain strong working relationships with a diverse set of partners
5. Experience with the media and press preferable
6. Must be IT literate and demonstrate an ability and confidence to use and adapt to a variety of Microsoft Office based and project management applications
7. Experience in marketing and event management
8. An awareness of the dynamics affecting the retail, leisure, office, public and other sectors that have an interest in St Andrews
9. Ability to be able to analyse problems and adopt an innovative approach to finding solutions