

Bath City Centre Manager

Job Description

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Job Title: Bath City Centre Manager

Responsible to: Chief Executive – Bath Plus

Responsible for: -----

Salary: £45k, plus performance related pay. (OTE circa £60k)

Purpose:

The City Centre Manager will lead the development and operational management of the Bath City Centre Management Organisation (BCCM).

The post holder will have responsibility to maintain and improve the quality and vitality of Bath city centre for all users. This will be achieved by acting as co-ordinator and catalyst between key stakeholders and service providers from both the public and private sectors.

Management Organisation

- Prepare, deliver and monitor a Business Plan with key stakeholders to attract supporters of, and investment in, Bath city centre and BCCM
- Secure, and manage, private and public sector resources to achieve implementation of the Business Plan

Partnership Development

- To manage the City Centre in partnership with relevant Council officers where appropriate and according to agreed protocol, through consultation with stakeholders and providing advice to the Council.
- To ensure effective the presentation of the city, including implementing improvements to signage, banners and priority street cleaning initiatives, by working proactively with relevant partners.
- Liaise between all bodies that are presently, or may be in the future, connected to the development and management of Bath city centre
- Advise Bath & North East Somerset (B&NES) Council officers and Councillors on monitoring standards and areas where service standards and operations can be changed or improved
- To represent BCCM at all appropriate external meetings with stakeholders
- To report as required to the BCCM Advisory Board including the organisation of Board Meetings

- Liaise with, and report to, other organisations and bodies responsible for the marketing of the city and event organisation.
- To act as spokesperson for BCCM to the local press, TV and other media as required.

Funding

- To develop a viable financial plan for the business and
- securing sustainable core funding
- To investigate and secure new and profitable income generating services
- To identify and act as lead applicant for any grant supported capital projects linked to the BCCM.

Other

- To carry out any other duties required by the Chief Executive or Advisory Board which are consistent with those listed above and appropriate to the title and grade of the post.

Skills and Experience

- Innovative and creative self starter with the ability to manage a diverse workload.
- Knowledge and experience of the retail sector
- Experience of developing business networks and contacts
- Evidence of working with, and achieving service change, in the business community and public agencies.
- Previous management experience in a town / city centre management role
- Good communication skills at all levels, including networking and formal presentations.