



Job description

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| Job Title: | Sheffield BID Project Manager |
| Hours of work: | Full-time – 37.5 hours per week |
| Pattern of work: | Flexible start and finish times to be agreed with an hour's unpaid lunch break |
| Office base: | Sheffield Technology Parks, Arundel Street, Sheffield S1 2NS |
| Work location: | Sheffield city centre |
| Salary scale: | £35,000-£45,000. Based on skills and experience. |
| Reporting to: | Sheffield BID Manager |
| Responsible for: | N/A |
| Type of contract: | Permanent (subject to five-yearly renewal ballots of the city centre BID arrangement). |
| Benefits | Auto-enrolment pension scheme (The People's Pension) Annual Holidays - 25 days + Public Holidays (x 8) - pro rata for part-time staff. Flexible working arrangements, depending on the needs of the task, team and individual. |

About Sheffield BID

Sheffield City Centre BID Ltd is the accountable delivery body for the city centre business improvement district (BID).

Created by ballot in 2015, the purpose of the BID is to improve Sheffield city centre for the benefit of all. We fund activities, innovative ideas and major events that bring people and trade opportunities to the city centre.

BIDs last for five years after which time a renewal ballot must take place. In February 2021 eligible businesses (occupying properties with a rateable value of £40,000+) voted overwhelmingly in favour of continuing the city centre BID from 1 April 2021 to 31 March 2026. These businesses pay a levy to fund the BID and its projects across specific, measurable work streams. The work of a BID is additional to the services provided by the local authority and is focused on improving and enhancing the commercial trading environment to the benefit of all.

Our BID levy payers cover a diverse range of sectors including retail, office/professional, leisure/culture, education, night-time economy, food/restaurant and the public sector.

To date we have collectively invested over £4m into city centre animation, events, festivals, street cleaning, security initiatives and place marketing, and leveraged an additional £1m of match funding. Our second term (2021-2026) will see a further £4m+ invested over a five-year programme. In addition to the BID levy, the BID Company is pursuing the development of additional income streams as the business evolves.

The BID's second-term mandate has a diverse set of objectives within four core programmes:

- **Maintained** – welcoming, clean and safe for visitors and our local communities.
- **Vibrant** – enhancing the visitor experience with events, festivals and culture.
- **Connected** – bringing in people, bringing in business.
- **Sustainable** - building resilience and investment.

Background to the role

The role's function is to manage projects that contribute to growth within the local economy, and which have a significant and transformative effect on one of the BID's core programmes. You will enhance and continuously improve existing projects and develop new initiatives to help deliver our programme objectives. Further information on our organisational structure and corporate governance is shown in Appendix 1.

Scope of the role

- You will need to manage relationships with stakeholders, BID levy payers, supply chains and the wider city centre communities to help deliver the aims and objectives of the BID's strategic five-year plan.
- The role will incorporate business engagement, marketing, communication, event and project management.
- You will develop and manage an annual programme of projects.
- Good organisational skills and a flexible and intuitive approach to work will be essential to support the wide range of delivery objectives.

Responsibilities and duties

Project, finance and resource management

- Produce and implement annual project delivery plans clearly identifying aims, objectives, timescales, budgets and tasks with associated roles and responsibilities.
- Manage consultants, contractors and organisations applying for BID funding to ensure appropriate levels of capacity and skills are available to deliver BID-funded/sponsored projects in line with the business plan targets (financial and output) for each BID project.
- Ensure all funding and resource used within projects is allocated appropriately and achieves the best outcomes and demonstrates value for money.
- Ensure funding awards or contracts with suppliers are clearly documents and approved.

- Manage thematic groups and project or sector groups as required.
- Document procedures to ensure projects are delivered on time and to budget.
- Support the production of annual reports and accounts for projects and produce closure and/or impact reports for specific projects.
- Manage meetings and events where required to deliver projects, keeping clear and auditable records of meetings to share with communities in a timely manner.
- Ensure all projects and initiatives are delivered to a consistently high standard and provide positive and productive experiences for all project beneficiaries.

Monitoring, evaluation and reporting

- Manage and report on the collection of appropriate output/outcome data.
- Manage the delivery of consultations and surveys of visitors, businesses and stakeholders as required for projects.

Marketing and communication

- Act as an ambassador for Sheffield BID and be able to advocate for our projects and services to a broad range of audiences.
- Develop and deploy effective marketing and communication strategies to disseminate project aims, objectives, benefits and achievements.
- Develop and maintain pro-active relationships with a diverse group of levy payers, partners and stakeholders including, but not limited to, local businesses, Council officers, Board members and wider stakeholders.
- Liaise with funders, relevant partners and consultants in the public, private and voluntary sectors, ensuring the highest degree of communication at all stages of project delivery.
- Help create newsletters, corporate reports, annual reviews and statutory circulars and be comfortable in taking a hand-on approach to social media management.

Team working

- As part of a small management team, you will help manage our corporate reputation and support stakeholder engagement, ensuring a consistent image of city centre vibrancy, sustainable growth and a thriving business and community environment is promoted across all channels.

General

- A requirement of the role will include supporting/buddying other members within the BID Team during periods of absence, annual leave, or specific project requirements.

Organisational responsibilities

- All staff have responsibility for ensuring that their working environment is healthy and safe and that staff and volunteers for whom they are responsible for, or working with, are not placed at risk. All staff are expected to familiarise themselves with and adhere to the current Health & Safety Policy.

Equal opportunities and diversity

Sheffield BID strives to be an equal opportunities employer and operates an Equal Opportunities policy. It also recognises the benefits that a diverse workforce brings to the organisation and welcomes this.

Personal development

Staff will be expected to participate in a broad range of personal development activities in line with best practice and take responsibility for identifying own learning needs to fulfil the requirements of the role and support career progression.

Person specification (requirements to carry out this role)

| | Essential (E) Desirable (D) | | Assessment Method |
|---|--------------------------------|---|----------------------|
| Education, Training & Qualifications | | | |
| GSCE qualifications at Grade C or above in English, Maths or equivalent | E | | A |
| A Degree or equivalent in a relevant discipline for example Place marketing, BIDs or economic development qualification | | D | A |
| Training courses / qualifications in place marketing, BIDs or economic development qualification | | D | A |
| Experience | | | |
| Proven experience of managing projects | E | | A/I/P |
| Proven experience of managing contracts and relationships with clients, suppliers, stakeholders | E | | A/I/P |
| Experience of managing BIDs or other place-based services / projects (for example, retail parks, business parks, city/town centre management) | | D | A/I |
| Utilising ICT to manage data collection, communications in particular on-line tools including CRMs, survey tools, e-marketing tools, websites | | D | A/I |
| Experience of managing budgets | E | | A/I |
| Experience of resource management | E | | A/I |
| Experience of generating income | | D | A/I |
| Experience of working in a multidisciplinary environment with partners from public and private sectors | E | | A/I |
| Experience of working with a range of organisations to influence opinions and behaviours | E | | A/I |
| Experience of planning and of delivering events and/or festivals including legal compliance and H&S requirements | | D | A/I |
| Knowledge | | | |
| Knowledge and awareness of BIDs in relevant settings e.g. business parks / town centres | | D | A/I |

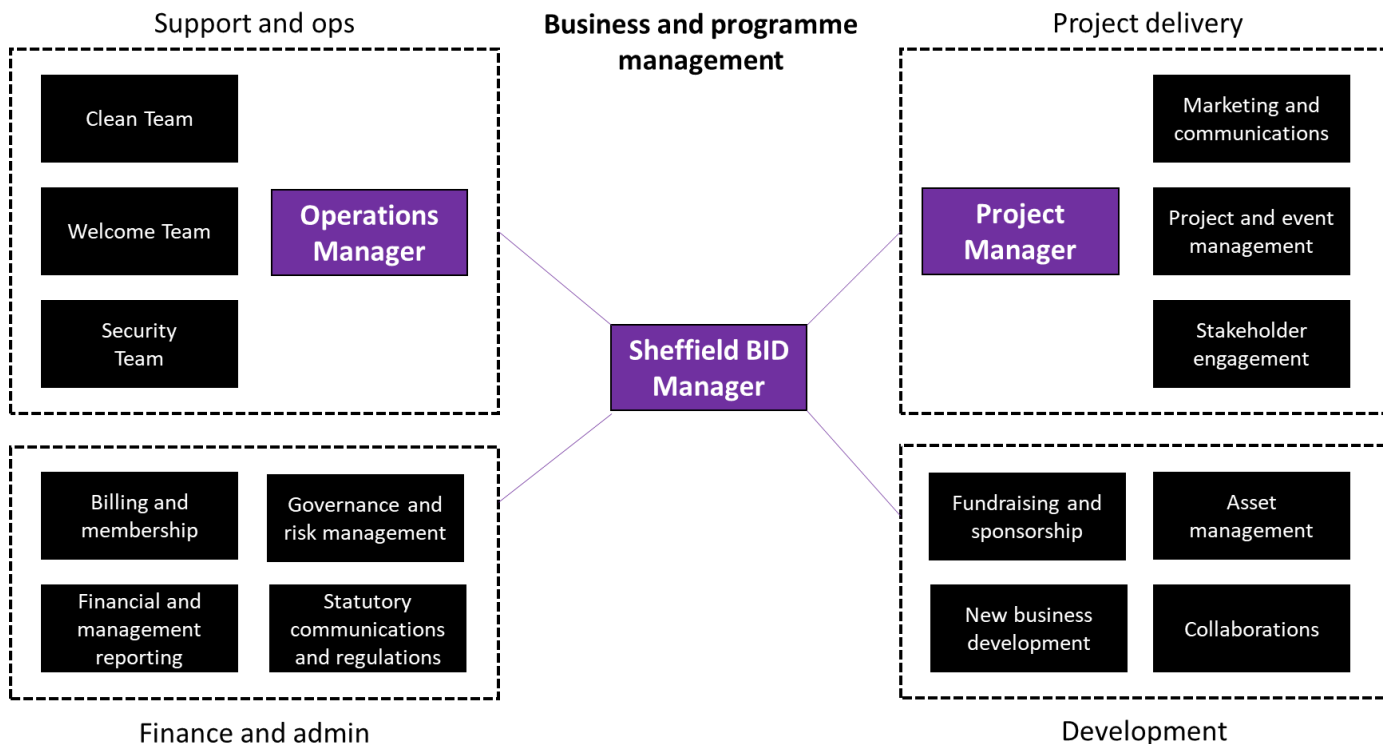
| | Essential (E) Desirable (D) | | Assessment Method |
|---|--------------------------------|---|----------------------|
| Understanding of City or Town Centre / Business Park Management and the role of City or Town Centres / Business Parks in place making and economic growth | | D | A/I |
| Knowledge of General Data Protection Regulations (GDPR) in the context of BID project management | | D | A/I |
| Skills and Abilities | | | |
| Proven ability to work with and gain the co-operation of a wide range of people and organisations | E | | A/I |
| Effective communication skills and the ability to communicate complex issues both in writing and verbally | E | | A/I |
| Ability to manage own work loads, deal with conflicting demands and deadlines. | E | | A/I |
| Ability to produce clear, concise and effective written reports | E | | A/I |
| Strong conflict management and negotiation skills | E | | A/I |
| Ability to analyse and present complex quantitative and qualitative information | | D | A/I |
| A creative approach to marketing, events and service delivery | | D | A/I |
| Personal Qualities and Commitments | | | |
| A commitment to understand and follow all Corporate Core Policies in all work practices | E | | A |
| A demonstrable commitment to the aims and objectives of Sheffield BID, ensuring awareness of the Mission and Vision | E | | A |
| fWillingness to support the service team out of hours, including occasional evenings, early mornings and weekends, as and when required | E | | A |
| Willingness to attend departmental/board meetings/training events as and when required | E | | A |

Assessment Key:
A (application), **I** (interview)

Updated: 12 March 2021

APPENDIX 1

Organisational structure



Corporate governance structure

