

JOB DESCRIPTION: CHIEF EXECUTIVE OFFICER

To manage any delegated project budgets, reporting performance and outcomes to the Board. Support the **BID** Board to manage **BID** relationships, grow new networks and influence connections. Work with other **businesses**, organisations and partners on **BID** growth or renewal projects, liaising and communicating as appropriate.

Job Title: Business Improvement District Chief Executive
Reporting to: Company Secretary/Board of Directors
Salary: £42,000
Hours: 37.5 hours per week
Holiday: 25 days p.a. plus English Bank Holidays
Pension: Nest Pension Scheme (3% Employer, 5% Employee)
Notice Period: Three Months
Other: Sick Pay up to 4 weeks at Full Pay, statutory pay thereafter

ROLE SUMMARY:

1. To support the Board in delivering the aims of the BID Company.
2. To develop and manage key business relationships, including working with the BID renewals and further BID growth opportunities.
3. To support key projects including marketing, events, festivals, street entertainment and other initiatives.
4. To manage any delegated project budgets, reporting performance and outcomes to the Board.
5. To manage the GYTABIA team and relationships between GYBC and other key stakeholders.
6. To support the board and officers in the re BID process in Summer 2024.

KEY RESPONSIBILITIES:**Communication and Relationships**

- Support the BID Board to manage BID relationships, grow new networks and influence connections.
- Work with other businesses, organisations and partners on BID growth or renewal projects, liaising and communicating as appropriate.
- Deal with enquiries, complaints and queries from businesses, organisations and partners on BID projects.

Project Management

- Develop and implement individual annual project plans to achieve the objectives outlined in the BID Business Plan.
- Monitor and track projects and benchmark nationally, identifying areas of opportunity for the business and feed into decision-making and strategy.
- Support the BID Board to plan, implement and manage key BID projects.
- Organise and participate in BID boards, project groups, meetings and lead as appropriate.
- Present ideas and concepts to a wide range of audiences.
- Work with other businesses, organisations and partners to generate project sponsorship, revenue or in kind support.
- Be responsible for any delegated budgets and deliver all project activity within the agreed annual budget.

Targets and Evaluation

- Provide monitoring and measurement of projects and activities to ensure they add value and deliver agreed outcomes
- Input into the monthly performance targets and reporting

PERSON SPECIFICATIONS:

Experience/Knowledge

- Good understanding of BIDs
- Projects or management experience in a commercial or voluntary business or organisation
- Business liaison experience
- Management of a small team of staff or volunteers
- Grant application experience

Skills

- Proven project and operational management skills.
- B2B engagement experience
- clear ability to lead and inspire a project team
- Good IT skills including the use of word processing, accounting and email packages
- Excellent written and verbal communication skills
- Good interpersonal and communication skills with the confidence to liaise with a wide group of public and private sectors
- Good time management skills with the ability to prioritise a varied and diverse workload and to work independently

Attributes

- Proactive and passionate about improving Great Yarmouth
 - Willing to get actively involved on a practical, as well as, strategic level
 - Can communicate and work effectively with all levels of business
 - Ability to work in a team Good motivator of colleagues
 - Proactive and flexible working approach
 - Flexible towards working hours, with events at evenings and weekends
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To apply, send your CV & covering letter to matt@gyta.com or alternatively send via post to:-

GYTABIA,
c/o Stephenson Smart,
East Coast House, Galahad Road,
Beacon Park,
Gorleston,
Great Yarmouth,
Norfolk, NR31 7RU.

Closing dates for applications – Monday 6th December 2021.
Interviews will commence from w/c 13th December 2021.