



VACANCY

Project Co-ordinator

37.5 hours per week - £25k pa

North Notts Business Improvement District (BID) is the UK's first ever area-wide, place shaping BID. It is the second largest BID in the UK by geography as well as being the second largest by number of levy payers.

The idea to develop a BID for North Nottinghamshire came about following a successful place shaping campaign in 2013/14 when a private sector Place Board was formed to deliver the place shaping objectives, and our North Notts Envoys ambassador scheme was born.

Due to the success of this work and the engagement and passion our businesses have for improving the area that they work and live in, the North Notts Place Board decided to develop a BID for North Nottinghamshire. After extensive consultation with our businesses this concept was taken to ballot, and on 17 May 2017 we received the overwhelming results that over 85% of our businesses, by both numbers and rateable value, had voted in favour of developing North Notts BID.

North Notts BID Ltd commenced trading on 1 September 2017 and focuses on three key themes:

- ❖ **The Business Voice**
- ❖ **The Experience**
- ❖ **The Destination**

Examples of projects include:

- Help our BID members make great savings on utilities, telecoms, PAT testing, etc
- Improve safety and security for our businesses, staff and visitors
- Deliver business showcase events to promote our businesses in the area
- Install CCTV with automatic number plate recognition into the industrial areas
- Introduce branded directional and gateway signage to welcome locals and visitors to the area
- Encourage local recruitment, increasing awareness of education and career opportunities
- Aim to keep our towns, villages and country roads clean, tidy and well maintained
- Install free WiFi in main towns, review current broadband speeds in towns and rural areas
- Offer unique visitor experiences to encourage people to stay longer and spend more
- Ensure BID services are additional to what the Council and partners already provide
- The North Notts Business Crime Partnership
- The North North Notts Journeys book bench trail

Duties and Responsibilities

A fantastic opportunity has arisen for an experienced Project Coordinator to join our small team and support the Chief Executive and the BID Board in delivering our ambitious business plan.

This post would suit an enthusiastic, confident self-starter with excellent organisational and interpersonal skills and who is flexible in responding to the demands of a new organisation. As well as being part of a team you will be able to work on your own initiative and with a variety of local and national businesses, public stakeholders and commercial contractors.

You will be responsible for supporting the Chief Executive in the design, development, delivery and management of projects in the BID area, along with day to day engagement with businesses, local forums and partners.

Whilst this is primarily an office-based role, the activities will be varied, and you will need to be comfortable with a job where every day can be different.

Job Description

The Project Coordinator will:

- Undertake strategic planning in order to design, develop and deliver new and existing BID projects to enable a return on investment for levy payers
- Creative thinking to introduce new initiatives and projects in line with business needs
- Search available funding streams, and write and submit effective funding applications, in order to support new and existing projects
- Effectively collaborate with public and private sector organisations to facilitate the delivery of joint initiatives
- Review and monitor all BID projects, activities and funding sourced
- Submit relevant planning applications for projects including the installation of gateway signage
- Create a project schedule, with milestones, due dates and estimates of costs/resources required
- Ensure that projects are delivered on time and within budget
- Securing relevant permissions for projects from project partners, stakeholders and the local authority
- Manipulate data and statistics (including labour market information and our WiFi and Geosense mobile data monitoring systems) to ensure that these are reported effectively verbally, and visually, in chart and graph format, for use in our marketing materials and presentations

Please note: The above is not an exhaustive list of responsibilities and the post holder will need to be adaptive to support with a range of day-to-day tasks that is the norm within a small business

Person Specification

The successful candidate will be able to demonstrate the following skills and experience:

Essential:

- Experience of managing multiple projects simultaneously
- Budget management skills
- Experience in reporting and evaluation processes and communicating outcomes
- Excellent verbal and written communication skills
- Ability to work flexibly in a team, including with representatives from business, public sector organisations or partners outside of the BID company
- Persuasive and positive, able to build relationships across a range seniorities, stakeholders and businesses and their interests
- Strong organisational skills, able to prioritise a variety of tasks, methodical in approach and possessing a keen eye for detail
- A strategic, innovative thinker who can spot opportunities and apply ideas operationally
- Personable and confident self-starter, with the ability to tactfully use initiative and take a proactive approach to getting things done
- Good IT skills; fully confident on Microsoft office (Word, Excel, Powerpoint, Outlook, etc) internet and social media channels
- Possess a degree or equivalent qualification or have a minimum of 5 years' experience in the above disciplines
- Hold the Association of Project Management (APM)/Prince2 project management qualification or equivalent

Desirable:

- Experience of working for, or with, Business Improvement Districts (BIDs)
- Experience of working in a business support environment
- Experience in people management and development
- An ability to appreciate the opportunities and challenges in local town centres
- General knowledge of the Bassetlaw area and local economy

Additional information

- The role will be based in the North Notts BID office in Retford
- The hours of work are Monday-Friday, 9am-5.00pm
- 25 days holiday entitlement plus bank holidays
- Occasional weekend and evening work will be required to meet the needs of this role
- The role is primarily office based but will require occasional travel for meetings and events

How to Apply

For an informal chat please call Steve Corderoy-Foster on 01777 861601. To apply, please email a copy of your CV and a covering letter (up to 2 A4 sides) telling us what you can bring to this role to steve.corderoy-foster@northnottsbid.co.uk. **The closing date for applications is Friday 24 January 2020.**