



## **VACANCY**

### **BID AMBASSADOR** **37.5 hours per week £21,000 pa**

North Notts Business Improvement District is the UK's first ever area-wide, place shaping BID. It is the largest BID in the UK by geography and 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 the 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 to be delivered from the business plan include:

- Support access to funding, business support. Revitalise empty commercial units
- Make the BID cost neutral through savings on gas, electricity and telecoms etc
- Improve safety and security for our businesses, staff and visitors
- Introduce events to encourage footfall. Promote North Notts and our businesses
- Introduce branded directional signage and parking for locals and visitors
- Encourage local recruitment. Increase 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  
North Notts BID is currently looking for enthusiastic and conscientious individuals to join their team as BID Ambassadors.

The purpose of the role is to promote the North Nottinghamshire BID area giving help and advice to visitors, supporting BID members, helping at promotional events and to assist with crime reduction working closely with businesses, Neighbourhood Wardens and the police.

The successful candidate will be confident and an excellent communicator with the ability to build strong working relationships and to plan their own workload and balance competing priorities.

**Job summary Main responsibilities:**

- To inform businesses on BID initiatives and projects
- To develop and maintain relationships with businesses and promote the sharing of information across the BID area
- To assist and support the BID Management Team with activities such as events, meetings and crime reduction initiatives
- To understand the flow of information and what messages should appropriately be given out to businesses
- To monitor the street environment and ensure that paving and street furniture is reported to the Council if defective.
- Ensure that small amounts of flyposting, fly tipping and graffiti are reported to the BIDs Maintenance Operative for removal, or in the case of larger amounts, to report to the relevant departments within the Council.
- To visit BID Members in and around the designated BID area on a daily basis
- To be alert to anti-social behaviour and beggars in the area, reporting cases to the Council, Police or other relevant authorities where necessary
- To maintain appropriate records and to communicate and liaise with the appropriate BID staff promptly
- Ensure that the correct uniform is worn at all times whilst on duty
- Any other duties commensurate with the level of the post as may over time become necessary

## Person Specification

- Educated to GCSE/O-Level
- Positive, enthusiastic self-starter
- Experience of building relationships with key stakeholders within the community
- Experience of handling challenging situations
- An understanding of the diversity and culture within the local area
- Able to inspire and attract business member involvement in the BID and the services the BID offers
- Excellent written and verbal communications skills
- The ability to display tact, diplomacy with good negotiation skills
- Willingness to do walkabouts throughout the local towns and industrial areas
- The post holder must possess a full, clean driving licence

## What we can offer:

- 25 days annual leave, plus Bank Holidays
- Pension scheme
- Being part of a small, friendly team who genuinely care about making North Nottinghamshire a better place

The role is 37.5 hours per week. Some weekend work will be required to support with events and activities.

Successful applicants will be required to undertake a DBS check prior to starting the role.

## How to Apply

For an informal chat about the BID Ambassador posts please call Steve Corderoy-Foster North Notts BID Operations and Projects Manager 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](mailto:steve.corderoy-foster@northnottsbid.co.uk)