

# NORTH NOTTINGHAMSHIRE

## VACANCY

### **NORTH NOTTS PLACE MANAGER**

**3 Days a Week (22.5 hours)**

**£30k pa (pro-rata)**

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.

However, the idea to develop a BID for North Nottinghamshire came about following the North Nottinghamshire place shaping campaign in 2013/14 and the subsequent formation of a private sector Place Board to deliver the place shaping objectives. The North Notts Envoys ambassador scheme was also introduced to encourage business engagement and to ensure that our businesses know and understand exactly what it is that makes North Nottinghamshire so special.

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**

Due to the success of the BID at ballot and the previous Place Manager now taking up the post of Chief Executive for North Notts BID, the North Nottinghamshire Place Board is currently looking for an experienced and enthusiastic Place Manager to support the Place Board and take over the management of the North Notts Envoys ambassador scheme; arrange and manage its bi-monthly Envoys events and all Envoys related marketing activities.

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 arrange and manage all meetings, actions and activities relating to the North Nottinghamshire private sector-led Place Board
- To manage and deliver up to six North Notts Envoys events per annum ensuring that the venues are varied; the content is all place-related and our Envoys kept updated and informed
- To recruit North Notts Envoys and manage the Envoys database including ensuring renewal notices, reminder letters and certificates go out on time
- To manage the North Notts CIC bank account and prepare relevant reports and print out for the Place Board and accountant as and when required
- To market North Notts Envoys and the work of the Place Board via a quarterly newsletter and social media platforms
- To arrange the design and production of the North Nottinghamshire Annual Review
- To forge an effective working relationship with the North Notts BID team to share ideas and knowledge of the area and what's happening in relation to events and other activities.
- To communicate with the BID all other providers of networking events locally to avoid date clashes and duplication
- To develop relationships at CEO/Director Level across public and private sector to maintain buy in to the Place Brand in North Nottinghamshire
- To work with partners including the North Notts BID, local business forums and other partners including Visit Nottinghamshire to ensure that North Nottinghamshire has a high profile as a "go to" place in Nottinghamshire for visitors and investors
- To actively promote North Nottinghamshire to a range of internal and external audiences
- To be responsible for the continued development, management and correct usage of a range of brand tools, the North Nottinghamshire web site, storybook, photography resources and design tool kit
- To manage the work of consultants and external contractors in relation to Brand activities
- To be responsible for a small budget and to seek alternative funding, including private sector sponsorship and income as appropriate

## **Person Specification**

- Educated to Degree level or equivalent
- Positive, enthusiastic self-starter
- Experience of building relationships with key stakeholders within the community
- Knowledge of place marketing activities
- 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

## **What we can offer:**

- An annual salary of £30,000 (£18,000 pro-rata for 3 days).
- The role is 22.5 hours per week over three days to suit the post holder and to fit around dates of events.
- Some evening and weekend work may be required as part of the role.

## **To Apply:**

Please send CV and covering letter to: [info@northnotts.co.uk](mailto:info@northnotts.co.uk) by 5pm on Thursday 30<sup>th</sup> November 2017