

BID MANAGER

BOARD SUPPORT

- Manage monthly board meetings including preparing board papers, setting the agenda and reporting on project progress.
- Archive the minutes of the meeting and circulate actions and decisions
- Manage the business portal on the Bedminster BID website including minutes, project updates and formal documents updated for levy payers
- Manage the BBID project sheet, maintaining a live list of approved, proposed and postponed projects and their progress, to be presented in monthly meetings
- Developing and refining reporting and working systems, continually improving the governance and communication from the BBID to our levy payers
- Ensuring all subscriptions, service accounts, insurances and H&S regulations are up to date and enforced
- Manage all contractors on behalf of the BBID, creating service agreements for all commissions made on their behalf
- Report directly to BBID Chair and Secretary, scheduling quarter sessions for progress reports, project/account forecasting and role appraisals

TRADER ENGAGEMENT

- Manage the levy payer database, ensuring that all traders and levy payers are clearly communicated with to continue building a sense of community
- Provide a 'face of the BID' on the streets, regularly visiting levy payers to engage them in BID activities, invite feedback and gauge requirements for the BID
- Listen, support and advice on behalf of the levy payers and stakeholder
- Harboring a sense of unity and collaboration with the trader community the BID represent
- Maintain strong and effective relationships with key business representatives in all areas of our levy paying businesses
- Canvass for business support for the BID renewal campaign
- Encouraging BID member participation to sub group and meetings, making them inclusive and accessible at all times
- Work with the street representatives to run annual meetings about project and BID priorities, maintain communication with these groups on a quarterly basis to update on project performance and progress

COMMUNITY/NETWORK BUILDING

- Represent BBID city wide and nationally within the growing BID network
- Strengthen the relationship with key BS3 community groups, institutions and stakeholders
- Build links within neighbouring networks and communities to strengthen BBID offer and traders support
- Understand and integrate the needs of our customer community in realtime, listen and act on the changing objectives and needs to help our trader community thrive

MARKETING

- Work with our marketing group and marketing agency to execute and report on marketing initiatives
- Communicate all marketing initiatives to the traders and levy payers, ensuring as many as possible are involved
- Promotion and communication of BBID marketing activities to be included in monthly newsletter

FINANCIAL MANAGEMENT

- Clearly communicate monthly, quarterly and year end financial update to the BBID board, working closely with our accountant at all times
- Manage the payment process of all invoices alongside two signatories, keeping the project management system updated and relevant
- Reconciling spends against accurate project budgets, while ensuring good supplier relationships are upheld
- Evaluate performance of BBID activities in line with clear evaluation progress

BUILT ENVIRONMENT

- Reinstate and manage dedicated built environment sub-group meetings, managing an active group of stakeholders to ensure we are delivering against requirements of our levy payers
- Overseeing and contract managing cleaning and built environment projects, liaising with suppliers and ensuring the BID gets excellent value for money
- Provide direction and strategic development for the BID, including insights from Bristol City Council and city stakeholders, developers and investors in Bedminster
- Assist businesses tackling trespass/designing out crime with the local Police Force and in collaboration with the street representatives. Bring the DISC system into use in the area
- Develop and implement a greening strategy for the area

STRATEGY AND RECOMMENDATION

- Identifying how to navigate sector change and find specialist guidance for businesses that require support
- Report national BID activity, evaluating best practice and appropriate initiatives for BBID scheme
- Manage the BID renewal campaign including the process of creating the business plan, ballot process and consultation alongside the governing body
- Develop new strands of work for the BBID in relation changing requirements for example Sustainability and accessibility initiatives
- Inform our communications to raise awareness and encourage behaviour change and a future facing vision for the area
- Identify funding and grant streams that support the BBID and highstreet of the future
- Represent the BID in public realm strategy including managing the ongoing East Street Vision work - within the framework of the BID's role.