



WATFORD TOWN CENTRE BID

An interim Business Improvement District (BID) Manager opportunity has arisen to work with the Watford BID Board and the team to shape the future direction and shape of Watford Town Centre BID. We are looking for an enthusiastic and focused person who is keen to bring their experience to Watford and help set a successful future direction for the BID.

Location:	Watford
Job Type:	2 days a week
Length of contract:	initially 3 months, with the potential of 6 months
Application Deadline:	23 June 2023

Watford Town Centre BID serves 500 commercial properties and is in its 8th year (third year of its second five-year term). Following the departure of the Chief Executive, this interim position will head a team of five, working with the BID Board and team to refresh the direction of its 5-year Business Plan, setting the BID's strategic direction up to its next ballot in 2026. This is an exciting opportunity for those currently in a senior placemaking or similar role to make a difference in a town that thrives on possibilities and thinking differently.

Job profile

Responsible to:	Chair and Board of Directors
Hours:	minimum of 15 hours per week with the potential of a further 7 hours, days to be agreed with the Board (occasional evening and weekend work may be required)
Based:	mix of remote work and at Watford Town Centre BID offices
Annual Leave:	25 days pro rata
Term:	initial 3 month contract

Job overview

To provide strategic leadership and management of Watford Town Centre BID, working with the BID Board, the team, levy payers, partners and stakeholders. The BID Manager will support the refresh of the BID's Business Plan, ensuring it reflects the aspirations of levy payers and the current resources available, and advise the Board on the appropriate structure to deliver this

successfully.

Key Responsibilities

Leadership and strategic

- Lead and manage Watford Town Centre BID in a strategic and innovative way.
- Set the tone and culture of the BID.
- Ensure the BID works in partnership and collaboratively with other stakeholders so it integrates with existing place-based initiatives to amplify voice of BID and avoid duplication.
- Ensure the proper and effective operation and development of the BID company.
- Ensure effective governance of the company and its work, including compliance procedures, legislation, data protection, risk management and Health & Safety

Business and financial planning

- Review and refresh the BID's business plan in light of current financial pressures.
- Implement and develop strategic planning, objective setting and review.
- Address the impact of the business rates reform to ensure the BID is financially sustainable.
- Oversee the prompt, efficient collection, and payment of the annual BID levy.
- Ensure sound budgetary management, expenses and ensure compliance with proper financial controls and procedures.
- Ensure sound budgetary management, expenses and ensure compliance with proper financial controls and procedures.
- Oversee the effective management of BID contracts and commitments.

Working with the BID Board

- Foster effective relationships and teamwork between the Board and the BID team
- Advise the BID Board on all issues and areas relating to Watford BID, including the appropriate structure to deliver a refreshed business plan.
- Support the Chair and Board of Directors, engaging and collaborating with them regularly and to ensure that the Board operates effectively and efficiently.
- Organise BID Board meetings in discussions with the Chair, as well as any working groups, ensuring that agendas and papers are correctly sent out in an appropriate and timely manner, and that Terms of Reference, membership and their frequency are well managed.

Staff and team development

- Lead, manage, motivate, and develop the Watford BID team
- Support the personal development of BID staff

As well as the above, you will be expected to carry out any other reasonable activities as required by the Watford BID Board.

Personal qualities

- Strong leadership qualities
- Outstanding people and relationship skills
- Excellent communication and negotiation skills
- Open to new ideas, bringing fresh thinking and innovation to the role
- Effective under pressure, able to handle issues and objections professionally
- High level of gravitas, strong influencing and diplomacy skills
- Flexible and adaptable
- Political awareness

Experience

- Experience at a senior / leadership level within a BID, town centre, place management or large commercial environment
- Experience of major retail / shopping centres / property development
- Experience of developing and proposing business cases to a Board / Senior Management.

For an informal, confidential conversation please call **Saffron Johnson (BID Director)** on **07479 614949**.

Please send a CV to saffron@watford-chamber.co.uk