



Hexham BID

Job description and person specification

Hexham Business Improvement District (BID) Project Officer

Reporting to: BID Manager

Responsible to: Hexham BID Board of Directors

Position: Full/part time to March 2021. Hours by negotiation. Occasional evening and weekend working will be required.

Salary: In the region of £25000 plus NEST pension contribution.

Location: Hexham, Northumberland

Job purpose and key responsibilities

- To deliver the key Hexham BID Marketing project, working with partners and contractors
- To take responsibility for the full cycle of activities from planning, scoping, liaising with customers and contractors.
- To further develop and deliver the BID communications strategy which supports Hexham BID's aims and objectives and engages BID members, external agencies, stakeholders and opinion formers
- To take forward all aspects of BID communications, producing copy on BID Levy payers and projects, liaising with designers, PR and media contacts, supervising social media accounts, updating the website, and producing the BID newsletter.
- To act as a first point of contact for BID levy payers and update the Customer Relationship Management system as required
- To work with a range of partners to maximise, support and promote the physical, social and economic development of the BID area
- To comply with all Hexham BID policies and procedures
- To undertake any other task commensurate with this role

Person Specification

- Track record of experience in similar roles
- Excellent communication, interpersonal, influencing, and networking skills
- Stakeholder engagement skills, ability to build consensus and work in partnership
- Skilled in managing social media, Content Management Systems, database systems and processes
- Resilient and able to solve problems creatively
- Flexible, innovative and able to respond positively to changing circumstances whilst delivering agreed plans

- Able to work evenings and weekends on occasion
- Knowledge of the issues facing market towns and BIDs

Timescales

Advertisement: w/c 21st August 2017

Deadline for applications and shortlisting to take place: 11th September 2017

Interviews and appointment: 15th September 2017

Commencement of role: asap thereafter

About us

Hexham Business Improvement District (BID) is business led and business funded, and works in Hexham to invest collectively in new projects and services that businesses have prioritised. There are more than 680 Levy payers in Hexham, covering a diverse range of business sectors. We are led by a team of 11 voluntary Directors and a BID Manager, structured as a Company limited by guarantee, not for private profit. The BID commenced operation in October 2016, and will run its current programme until April 2021.

Further general information is available on our website at www.hexhambid.co.uk.

Application process

Please send a CV and covering letter outlining how you meet the person specification above to helen@hexhambid.co.uk by 9am on 11th September 2017. Include the names and contacts details of 2 referees. Informal enquiries welcome to the above email address or to Helen Grayshan on 01434 607 962.