



Brixton Business Improvement District Operations Manager JOB DESCRIPTION

Job Title

Operations Manager

Reports to

Managing Director

Context

We believe Brixton is like nowhere else. Established in 2014 by local businesses, the Brixton BID works to make our district a sustainable and distinctive destination. We provide additional opportunities for our members whilst creating an attractive environment for all. When Brixton works together, everything is possible.

Job Purpose

To manage and deliver a variety of place-based projects under the BID's 5-year business plan. To work closely with and support the BID Managing Director, BID members, contractors and suppliers in the management and delivery of projects to support the BID's mission. The role entails working closely with the colleagues and coordinate overall operations of the BID Company.

Principal Responsibilities

Operations Management 60%

- Coordinate overall operations of the BID company, including coordinating 2 team members
- Manage a variety of BID projects and be responsible for the delivery of projects and steering group meetings.
- Carry out relevant tasks related to the delivery of projects, initiatives, and events. This will include the monitoring of performance and outcomes.

Business Engagement 30%

- Engage with core business stakeholders mainly in person.
- Liaise with relevant suppliers, contractors, and external organisations to ensure the smooth running of projects.

Admin & other 10%

- Support the scoping and establishment of new projects.
- Collate relevant paperwork, reports, and presentations.
- Ensure projects are delivered on time and on budget.
- Work with the Managing Director to ensure annual business plans are set out with achievable timescales and KPIs.



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- Represent the organisation and cover the duties of BID Managing Director, as and when required, in the attendance at meetings and events.
- Assist with the development of funding applications.

Person Specification

Essential

- Should be open, flexible and capable of working independently with minimal supervision.
- Must be approachable and positive about work and other services, a team player.
- Must be committed to continuous professional development (CPD), taking opportunities to learn new skills and supporting the development of others.
- Must be committed to networking and sharing information and best practice and ideas with relevant networks and groups.
- Knowledge of project management methodology and tools.

Desirable

- Experience working within Place Management, Retail, Markets or Business Improvement District organisations.
- Experience in line management and reporting to senior management.
- Knowledge of local partnerships, urban regeneration, public realm and Business Improvement Districts (BIDs).
- Demonstrable team working and partnership working skills.
- Experience of collating, researching, and analysing information and statistical data.

Terms & Conditions

Salary

£35,000.00-£40,000.00 per year dependant on experience.

Position

Full-time, 12 Months Contract leading to permanent employment.

Schedule

37.5h per week. Monday- Friday 9:00am- 5:30pm (with occasional evenings and weekends working).

Applicants should send a CV and Cover Letter not longer than 2 pages to chantel.facey@brixtonbid.co.uk.

Deadline: 5pm - 19th May 2022