

Bristol City Centre Business Improvement District (BID) is an exciting new initiative independently funded by businesses and organisations. The City Centre BID commenced on 1st November 2017, runs for 5 years.

The annual budget of £1.2m will help to ensure Bristol is a city centre increasingly known for its safe, attractive and welcoming 'look and feel,' by all those who work, study, visit and spend leisure time there. bristolcitycentrebid.co.uk

Project Manager

Principle Accountabilities

Develop and deliver specific City Centre BID projects and initiatives on time and within a set budget.

Maintain and manage the successful delivery of City Centre BID projects using key deliverable outcomes to ensure benefit for the levy payers.

Job description:

- Identify and research available information to identify solutions and tactics.
- Develop and deliver structured and comprehensive project plans.
- Identify and manage risks to achieve timely and effective delivery.
- Maintain a close focus on providing value within a budget.
- Build appropriate teams to support project development and delivery.
- Develop clear qualitative and quantitative measures for all projects.
- Identify and apply best practice in all aspects of the role.
- Build and maintain relationships with all stakeholders and partners.
- Report on regularly to management using RAG model.
- Review the continuing delivery of projects, adapting and refining delivery to ensure success.

Employee specification:

- Clearly communicate decision making and rationale.
 - To adapt and respond appropriately to change.
 - To be proficient in a recognised project planning model.
 - Have significant experience/ success in project planning and delivery.
 - Show perseverance, resilience and creativity in overcoming challenges.
 - Maintain professional knowledge and education.
 - Demonstrate ability to work independently and flexibly to achieve success.
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The successful candidate will work well in a small team, have a positive attitude, be passionate about Bristol, combined with excellent communication and organisational skills.

Contract

Permanent

Working pattern/hours

37 hours per week. (part time opportunities may be available)

Reporting to:

City Centre BID Manager

Salary

£30,000 pa (FTE)

Further information and application packs are available from Zoe Gregory
zoe.gregory@businesswest.co.uk

Closing date - 20th December at 12 noon.