

# Work With Us!

## Possilpark Business Improvement District is Recruiting!

### Possilpark Business Improvement District Freelance Project Manager

Possilpark Business Improvement District (BID) has a fixed term freelance opportunity for the following role commencing March 2023 to March 2024: **Project Manager (337.5 hrs pa at £9k fee pa)**

This opportunity has arisen due to the BID being successful in its ballot of local businesses on 25 March 2022. Over the coming four years – to May 2027 - the BID will continue to roll out its vision and action plan as outlined in its Business Plan which is available to download at [www.possilparkbid.co.uk](http://www.possilparkbid.co.uk).

Possilpark BID is an innovative project that brings businesses and community together to improve Saracen Street and its environs for the wider benefit of everyone who lives, works and visits the area. It's supported by local businesses, public sector agencies and third sector groups including ng homes, the first social landlord to host a BID.

Current programmes include a major heritage based shop front refurbishment scheme, year round events, commercial waste management and creative lighting scheme amongst others.

For further information on either role, please email: [getinvolved@possilparkbid.co.uk](mailto:getinvolved@possilparkbid.co.uk) or call 0774 0600084.

To apply, send a CV to [getinvolved@possilparkbid.co.uk](mailto:getinvolved@possilparkbid.co.uk) along with a cover letter outlining your skills and experience as they relate to the objectives, duties and key attributes in the role outline below.

Deadline to receive applications, **noon on Monday 9 January 2023.**

## **PROJECT MANAGER**

### **Primary Objectives**

Building on the work carried out by the BID's steering group and local businesses in getting the Improvement District to a successful ballot result, the primary objectives of this role are to:

- take forward the business plan and its key actions over the period to May 2027; and
- report regularly to the business community, the community at large and the BID board.

The Project Manager will be the key contact for businesses in the BID's area, the Board and the team. This role is to ensure the BID remains successful and is linked to local, city and national developments responding to opportunities as they arise.

The postholder will be a skilled fundraiser to ensure new projects and initiatives can be brought to fruition and will also be well networked keeping the profile of Possilpark BID high.

### **Key Duties**

The key duties are laid out below.

#### **1. Support the Board of Directors:**

- ensure statutory responsibilities are fulfilled including Companies House and wider governance matters;
- administer the BID board meetings including setting the agenda with the Chair, circulating papers and minutes with the Company Secretary; and
- report to the Board at its monthly meeting on all activity of the improvement district.

#### **2. Support the Business Community:**

- to develop a collective voice;
- to share good practice from other improvement districts;
- advise and / or signpost to other agencies where relevant e.g. Scottish Enterprise, Glasgow City Council; and • ensure businesses are up to date on all BID activity through a mix of in person meetings, network events and utilising social media platforms.

### 3. Public Relations

- ensure comprehensive stakeholder engagement locally, at city level and nationally;
- ensure the community at large is kept up to date and involved in BID programmes;
- maintain strong business, community and professional networks; and
- deliver business and community events.

### 4. Project Management:

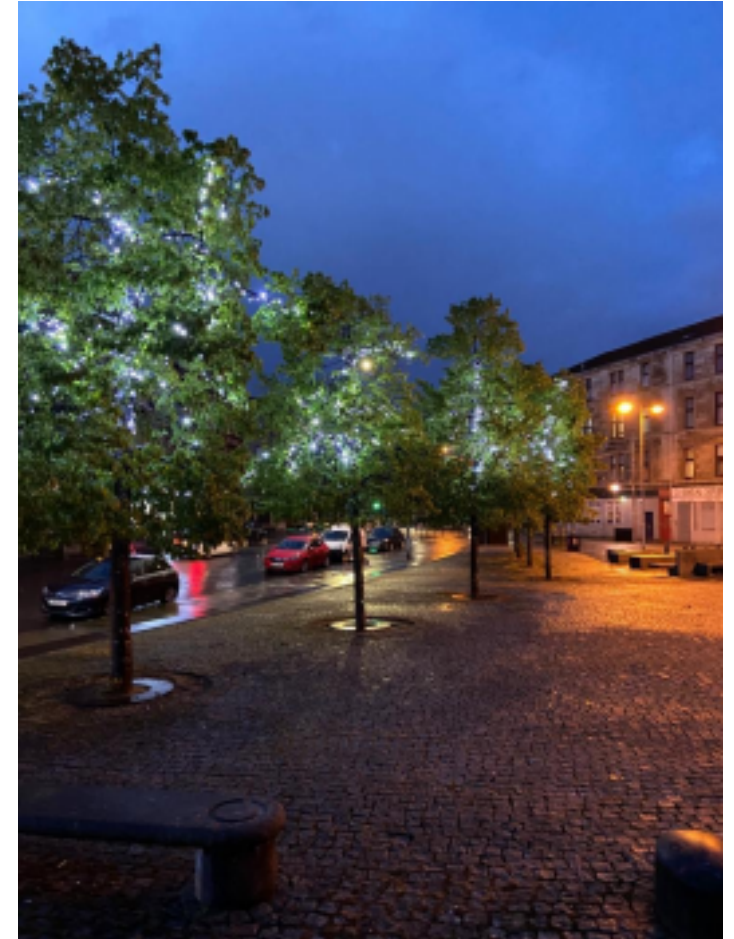
- to ensure current programmes of work continue to roll out including waste management, year-round lighting programme, festive celebrations, year-round pocket parks / planters and shop front refurbishment;
- initiate new projects as priorities in the business plan and action plan;
- share good practice and lessons learned; and
- ensure there is ongoing SMART review built into all project activity.

### 5. Fundraising:

- maximise links with Scotland's Towns Partnership as the national body that represents business improvement districts; • prioritise funding applications to meet the BID's business plan goals;
- fundraise for new initiatives as they meet the BID's business plan ambitions

### 6. Financial Management

- oversee the day-to-day finances and report to the BID's treasurer;
- liaise with GCC regarding the payment of the business levy;
- prepare financial reports for the BID Board; and
- ensure timely submission of accounts to Companies House.





Images: shop front refurb programme; bespoke street planters; cargo bike linking businesses with pantry network; Millennum Square creative lighting



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**Possilpark BID Company is registered with Companies House No 733018**