

**REMAKING**

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**Possilpark Business Improvement District  
is Recruiting!**

**SARRACEN**

## **Possilpark Business Improvement District**

### **Freelance Project Manager Opportunity**

Possilpark Business Improvement District (BID) has a fixed term freelance opportunity for the following role from the period March 2023 to March 2024:

**Project Manager on a freelance basis at 635hrs per annum with a fee of £16,200 per annum**

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 project, 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) outlining your skills and experience as they relate to the freelance brief.

Deadline to receive CVs is **Tuesday 27 February 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, its supporting strategies and 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. The role will 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.

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.

## 1. 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.

## 2. Public Relations, Marketing and Communications:

- 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:
- manage and update website;
- ensure social media management, scheduling and the posting of content alongside analysis;
- roll out monthly mailchimp digital newsletter;
- ensure print material is coordinated effectively as required; and
- deliver business and community events.

## 3. 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.

#### 4. 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.

#### 5. 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.

#### 6. Essential and Desirable Attributes:

- excellent communicator – both with written and verbal skills (essential)
- project management experience (essential)
- financial expertise, managing budgets and financial reporting (essential)
- digital skills (essential)
- Ability to work on own initiative (essential)
- Knowledge of BIDS (desirable)
- Knowledge and experience of local area, Possilpark or similar (desirable)

#### 7. Hours and Fees:

- 635 hours per annum to be worked flexibly to suit the needs of the contract, this is approx 14 hrs per week over 45 weeks; and
- the freelance fee offered is £16,200 per annum.



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



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