

Weymouth Town Centre Manager

Job Description

Job Title	Weymouth Town Centre Manager
Service	Economy Leisure and Tourism
Reporting to	Economy Leisure and Tourism Manager
Grade	Grade 8 £29,323-£31,601
Responsibility for/Supervises	None

Job Purpose
To lead and coordinate management of the infrastructure, environment and public realm for the wellbeing of the town centre
To coordinate promotion of Weymouth Town Centre
To work with partners to create a town centre where shopping, working, living and doing business are positive experiences

Key Responsibilities
To actively or otherwise ensure that the Town Centre is routinely checked and kept safe, clean, tidy and welcoming and to liaise with relevant Council service areas, shopwatch, and external partners to achieve this objective
To liaise with relevant organisations to ensure the maintenance and enhancement of a first class public realm to sustain and enhance the “welcome” of the town centre, and be a great place to live, work and run a business; including dressing of vacant shop units, reuse of vacant space in the town centre, refurbishment of decaying premises including listed properties
To coordinate town centre promotion
To be a principle point of contact with and for the Borough Council for all routine town centre related matters including events, markets, street trading, pedlars etc
Develop and maintain relationships between businesses, Weymouth and Portland Chamber of Commerce, Borough and County Council's, Weymouth BID, Dorset Police, residents and community groups and other town centre interest groups.
Secure sponsorship and other financial support for the town centre to deliver town centre enhancements

Person Specification

Category	Criteria	How Assessed
Experience	<ul style="list-style-type: none"> • Experience of working in town centre management or shopping centre or retail management or in regeneration • Experience of successful project management and delivery • Experience in marketing, promotion and PR • Experience of working under pressure including to tight timescales • An understanding and experience of the private sector, ideally retail and town centre management 	Application form/interview
Skills, abilities, knowledge	<ul style="list-style-type: none"> • A good understanding of IT systems and the ability to use standard IT software systems including Word, Excel, Internet Explorer and Outlook • An ability to exercise a high degree of personal initiative and independent action, with strong organisational and time management skills • Ability to write funding bids to secure external funding • Understanding of how Local Government works and partnership working • Ability to work alone and without supervision • Ability to adopt a problem solving and flexible approach • Ability to apply consistently strong and effective written and verbal communication and presentation skills that inspire confidence, trust and respect • Excellent interpersonal skills with the ability and confidence to persuade, advise, negotiate and influence audiences from a variety of organisations 	Application form/interview
Personal attributes	<ul style="list-style-type: none"> • Flexibility to work outside normal office hours as required • Highly motivated to work in a pressurised role. 	Application form/interview