



Harrogate BID is a not-for-profit organisation funded for by businesses to improve the area in which those businesses trade within. The BID is dedicated to maximising Harrogate as a destination and to empower businesses to tackle local issue.

Harrogate BID has 5 key aims:

1. Promotion, Marketing and Events
2. Access and Car Parking
3. Safe, Clean and Welcoming
4. Business Plus
5. Evening & Night-Time Economy

Marketing & Business Executive job Summary:

To support the development and implementation of Harrogate BID including projects and perception, providing both an operational and administrative role working closely with the BID Manager, businesses and key stakeholders.

About you:

This will be a varied role so ideally you will be a 'doer' with good communication skills and a positive can-do attitude willing to 'don many caps'. You may have experience in all or some of the key points identified below:

- Project management
- Marketing
- Communications
- Social media and website management
- Graphic design
- Administration
- Effective running of an office environment

You will take great pride in your professional and personal appearance with excellent people and problem-solving skills.

Other example essential responsibilities:

- Promoting all projects the BID delivers such as but not limited to the Harrogate Gift Card, LoyalFree app, Events, Promotions, Return on Investment to Levy Payers etc
- Develop working relationships with partner organisations and agencies across the BID area with whom the BID relies upon for delivery of its business plan.
- Performing regular business visits, dealing with enquiries as they arise or referring these onto the relevant person/organisation.
- Plan and organise BID networking events and opportunities.
- Provide operation and administrative project support to the BID Manager.
- Assist in managing projects ensuring they are delivered in a professional and positive manner whilst being impactful on the BID area.



HARROGATE

BUSINESS IMPROVEMENT DISTRICT

- Provide marketing and administrative services to the BID to include but not limited to - schedule and manage BID social media, schedule and manage BID newsletters and mail chimp, manage the BID contact database ensuring it is accurate and accessible, provide a communications link between business and other stakeholders, handling email and telephone enquiries from businesses, contractors, suppliers, stakeholders etc, circulating agendas, writing minutes etc, coordinating meetings.
- Work closely with the BID team, including BID Directors, to stay apprised of progress relating to the delivery of the business plan.

Terms and conditions:

Location – Harrogate BID area, a small amount a travel maybe required for training.

Salary - £22,000-£25,000 inc pension scheme

Working hours – 37.5 hours per week, Monday – Friday in general but early mornings, evenings and weekends may be required (set in advance) to support BID event delivery.

Reporting to – BID Manager

Contact and how to apply:

Please send Cover Letter and CV to info@harrogatebid.co.uk with the job title as the email subject.

If you would like more information please do ring the BID office 01423 582030

The closing date for this role is Monday 19th July with interviews available to work around the applicant's availability but likely to be week commencing 26th July.