**Sevenoaks Town Council**

**Job Specification**

**Role: TEMPORARY BID DEVELOPMENT ASSISTANT**

**Report To: Town Team Facilitator / Town Clerk**

**Hours: 37 per week**

**Specification created: April 2024**

Sevenoaks is in the process of creating a Business Improvement District (BID) and an opportunity arises to take a **six month contract** to assist develop the scheme to the point of a referendum for local non domestic rate payers.

Subject to a successful referendum the Sevenoaks BID will be a private company comprised of the businesses and relevant stakeholders in the town. Its objectives will be to boost the town’s economy through a range of measures and projects decided by the businesses and funded by them.

To create a BID requires a number of processes to be undertaken. In essence consultations will be required to consider the extent of the business area of the town which should be included and to engage with business owners. Those who wish to take an active part in running the BID will work to create a cogent business plan. The draft plan will be open for those business owners not directly involved in its development to make suggestions and changes. When the plan has been agreed a referendum will be held of all those qualifying businesses in the BID area to determine if the BID should come into being.

Sevenoaks Town Council have also appointed a ‘BID Buddy’ via British BIDs to help with the development of the process.

**The Role**

This is a full time appointment for someone to assist in the various stages creating the Sevenoaks BID. The successful candidate will be part of a small team so flexibility and willingness to adapt to any relevant role will be required. The candidate will need:

* a positive and creative attitude
* good IT skills
* to be a good communicator
* to have a reasonably sound knowledge of Sevenoaks
* to be willing to attend occasional evening meetings

**Working for Sevenoaks Town Council**

This position will be based at the Town Council Office in Bradbourne Vale Road. Primarily this will be an office-based role, though some home working is possible. The Town Clerk is ultimately responsible for the development of the BID and will be heavily involved, while day to day the successful candidate will be working with the Town Team Facilitator.

**Terms**

£12.00 per hour

23 days holiday (pro rata) per annum, plus Bank Holidays

Expected hours: 37 per week

Free on-site parking

#### **Equal Opportunities, Disability Confident accreditation**

We welcome applications from all sections of the community.

**Applications**

No particular experience is required for this position, though please provide a CV, completed Application Form (available at www.sevenoakstown.gov.uk) and covering letter explaining why you feel you are suitable for this role and what you can bring to it.

**Applications close on Tuesday 14th May 2024.**