

Job Description

JOB DETAILS	
Job Title	Town Centre Manager
Service Area / Team	Regeneration
Reports to	Chief Officer – Place & Growth
Post Number	TBC
Grade & Annual Salary	Grade F
Politically Restricted Post	No
DBS Requirement	Basic

JOB PURPOSE
<ul style="list-style-type: none"> • To act as the strategic and operational lead for the Town Centre Operating Model (TCOM), transforming the town centre into a high-energy, high-impact destination. • To maintain a significant physical presence, bridging the gap between the Council, local businesses, market operators and event organisers to increase footfall and spend. • To independently curate a 6-to-12-month programme of high-quality markets and events while identifying investment opportunities and infrastructure projects. • To seek external funding, partnerships and sponsorships to ensure the financial sustainability of the TCOM, proactively leveraging data-driven insights to secure investment from larger businesses and commercial partners while aiming to meet an annual revenue target of approximately £35 - £40k.

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> • Develop and implement an annual timetable of regular events and seasonal festivals (Easter, Christmas, etc.). 	Annually/ Ongoing
<ul style="list-style-type: none"> • Act as the first point of contact for Market Operators. Work with them to develop a regular market in the town centre. 	Bi-weekly/ Monthly/ Ongoing
<ul style="list-style-type: none"> • Act as the Council's "on the ground" link for day-to-day issues, trader disputes and real-time decision-making. 	Daily

<ul style="list-style-type: none"> • Ensure all activities comply with Trading Standards, H&S and Licensing; manage dynamic Risk Assessments. 	Daily/ Event-based
<ul style="list-style-type: none"> • Lead town centre business meetings, workshops and working groups to represent local needs in Council decisions. 	Monthly/ As required
<ul style="list-style-type: none"> • Lead incubation schemes for startups and monitor the market for new investment/funding opportunities. 	Monthly/ Ongoing
<ul style="list-style-type: none"> • Collaborate with communications teams to develop high-impact visual and written content for town centre promotion. 	Weekly
<ul style="list-style-type: none"> • Monitor market operator performance and enforce contract terms and operating hours. 	Weekly

CORPORATE RESPONSIBILITIES

<ul style="list-style-type: none"> • Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
<ul style="list-style-type: none"> • To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
<ul style="list-style-type: none"> • To actively demonstrate the values and behaviours of the council.
<ul style="list-style-type: none"> • To ensure our customers are valued by taking into account their views and needs in all that we do.
<ul style="list-style-type: none"> • To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
<ul style="list-style-type: none"> • To communicate openly and honestly with colleagues, members and customers.
<ul style="list-style-type: none"> • To undergo any training necessary to be able to fulfil the requirements of the job.
<ul style="list-style-type: none"> • To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

