

BANGOR BID

BANGOR BID PROJECT OFFICER
APPLICATION PACK



Thank you for requesting an application pack for the post of:

Bangor BID Project Officer

We are recruiting an experienced Project Officer for a 16 month fixed term contract from start of January 2026 to April 2027. There is potential to extend the contract subject to the ballot outcome and availability of funds.

Remuneration: circa £35,000 - £ 40,000 dependent on experience. A success stipend of £2000 is included subject to the successful delivery of the project.

This role is a unique opportunity to contribute to a transformative initiative, shaping the future of Bangor City centre's business community. The Bangor BID steering group is made up of representatives from a wide selection of businesses in central Bangor, who will guide and support the Project Officer in this role which, subject to a successful ballot, will see the formation of a Bangor Business Improvement District.

In this document you will find background information on Bangor Business Improvement District (Bangor BID) and the Job Description / Person Specification for this post. For more information see www.bangorbid.com

Please take time to read the job description and person specification carefully before completing the application - giving as much detail on each criterion as possible. Applications which do not provide evidence that the applicant meets the criteria specified, will not be accepted.

The interview panel reserves the right to enhance desirable criteria at short-listing stage depending on the volume of applications received.

How to apply

To apply for this post please submit:

1.A CV

2.A Covering Letter comprising of two elements:

2.1 A PERSONAL STATEMENT outlining your motivation for applying no longer than 350 words or 1side of A4.

2.2 A SUMMARY STATEMENT detailing how your skills and experience align with the essential criteria set out in this Candidate Pack no longer than 750 words or 3 sides of A4.

Return these documents by email to info@bangorbid.com or by post to FAO Emma Drury, Director, Seacourt Print Workshop, 75 Main Street, Bangor, BT20 5AF.

Please complete the attached Equality Monitoring Form and email separately to marianne@boomstudios.org.uk

Assessment process

- The deadline for applications is Wednesday 12th November
- Shortlisting will take place Friday 14th November
- Interviews will be held on Thursday 20th & Friday 21st November

**APPLICATIONS RECEIVED AFTER THE DEADLINE
WILL NOT BE CONSIDERED.**

Accessibility

If you require a reasonable adjustment to facilitate your application or interview please contact Emma Drury on 07841485077 or info@bangorbid.com to discuss this.

Equal Opportunities:

Bangor BID promotes diversity and is committed to equality of opportunity in employment and selection will be on merit in compliance with Bangor BID's Equal Opportunities Policy.

We welcome applications irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or socio-economic status providing they can demonstrate they meet the criteria for the post.

BID Project Officer

Bangor Business Improvement District

Job Description

Position Title:	BID Project Officer
Salary:	Circa £35,000 - £ 40,000
Location:	Bangor (County Down) city centre
Reports To:	Bangor BID Steering Group

Background

Bangor is the third largest city in Northern Ireland with a population of nearly 80,000. It sits in a prime position on the County Down coast just 14 miles from the capital, easily accessible by road and rail, and close to Belfast City Airport. Formerly Northern Ireland's premier seaside resort, Bangor has undergone several decades of social and economic decline, becoming effectively a dormitory town for Belfast. However several major infrastructure projects are planned for Bangor city centre and seafront, with money committed from both Levelling Up and City Deal funds, as well as private investment. The independent business sector is thriving in Bangor, with more than 600 businesses within the central area. There is a renewed sense of optimism, and many local businesses believe that a new era for Bangor is opening up.

For the last 2 years a group of traders in central Bangor have been working to develop a Business Improvement District to harness the potential within the city. Sixteen businesses across the arts, hospitality, retail, finance, transport and leisure have established a

steering group and raised financial support from both the local authority, Ards and North Down Borough Council, and the Dept for Communities. They are now ready to take the project to the next stage – consulting with local businesses and developing a business case with the aim of proceeding to ballot.

Overview

The BID Project Officer will support the establishment of a Business Improvement District (BID) in Bangor city centre by leading the steering group's efforts to ensure a successful ballot. With the ballot estimated to be scheduled for November 2026, the role requires extensive engagement with businesses, stakeholders, and working with the BID Steering Group on the development of the BID proposal.

A thorough understanding of the BID model and relevant legislation is essential as well as proven project management and excellent communication skills.

Key Responsibilities

Stakeholder Engagement:

- Build and nurture relationships with Bangor city centre businesses, property owners, and stakeholders.
- Manage the BID Stakeholder Group ensuring a balanced representation of business sectors and including representatives from non-levy paying key organisations as appropriate.
- Engage with stakeholders and set up stakeholder working groups (e.g PSNI, etc)
- Act as the key contact for BID-related inquiries, providing information and addressing concerns.
- Organise and facilitate consultation events, workshops, and meetings to encourage engagement.
- Build a pool of volunteer BID ambassadors to support the process of communicating the BID purpose, collating collective needs and gathering data to support the work.

Campaign Support:

- Assist in developing and implementing a strategic communications plan to promote BID benefits.
- Prepare a comprehensive suite of promotional materials, including newsletters, presentations, and utilise digital content across platforms to deliver the communications plan.
- Address concerns from businesses to foster support and ensure a positive outcome for the BID ballot process.
- Ensure widespread circulation of the agreed BID Business plan

Business Plan Development:

- Collaborate with the Steering Group to develop the BID Business Plan, detailing its vision, goals, and key projects.
- Gather and analyse data to inform strategic priorities and highlight the BID's potential impact.
- Ensure compliance with BID legislation and create a compelling case for voter approval.

Ballot Preparation:

- Support preparations for the November 2026 ballot, coordinating with local authorities and relevant bodies to ensure an effective process that meets legislative requirements.
- Establish and maintain a comprehensive voter database including voter feedback and intentions ensuring that this data is accurate and any opportunities for providing further information and input are followed up.
- Assist with ballot-related communications to maximise voter engagement and turnout.

Financial Planning Assistance:

- Contribute to developing the BID budget, estimating projected levy income and identifying funding opportunities to deliver on the strategic objectives agreed.
- Communicate financial aspects and benefits of the BID to stakeholders effectively.

Governance and Compliance Support:

- Assist the Steering Group with governance practices and ensure compliance with BID legislation.
- Prepare key documentation, including meeting notes and legal agreements and ensure regular and effective dissemination of these.

Data Collection and Analysis:

- Conduct surveys and focus groups to understand the context and climate and analyse the data in order to inform business priorities and build a strong evidence base for the BID.
- Use insights to demonstrate the BID's value to potential voters and ensure that this is communicated effectively.

Reporting and Accountability:

- Provide regular updates to the BID Steering Group and other stakeholders on progress.
- Maintain detailed records to ensure transparency and accountability throughout the development process

Criteria

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Has a demonstrable track record of managing projects and services with measurable outcomes.• Has experience of managing communications processes.• Has experience in building partnerships and stakeholder relationships.	<ul style="list-style-type: none">• Marketing, PR and event management.

	Essential	Desirable
Ability	<ul style="list-style-type: none"> • Is a confident communicator who can present information clearly and answer challenges. • Confident in representing the BID company in external meetings • Creative thinker, able to generate innovative ideas. 	<ul style="list-style-type: none"> • Skilled in negotiation and influence.
Skills	<ul style="list-style-type: none"> • Exceptional written and verbal communication skills, with the ability to engage diverse audiences. • Strong organisational and time-management skills, with the ability to juggle multiple priorities effectively. • Proficiency in Microsoft Office and G Suite. 	<ul style="list-style-type: none"> • Knowledge of or experience in BID, town centre management, or community development. • Experience of using CRM systems.
Knowledge	<ul style="list-style-type: none"> • Passionate about community and business development particularly in Bangor. • Thrives in a busy, community-focused environment with the ability to inspire and lead. • Proactive, self-motivated, and capable of working independently or as part of a team. 	<ul style="list-style-type: none"> • Has an understanding of the pressures and opportunities within the BID area.
Qualities	<ul style="list-style-type: none"> • Enthusiastic about Bangor. • Flexible and adaptable, professional, approachable, and service-oriented. 	
Circumstances	<ul style="list-style-type: none"> • Able to support city centre activities, including evening or weekend work as required. 	

Terms & Conditions of Employment

You will be expected to start work no later than Monday 5th January – an earlier start date is encouraged. There will be a six month probationary period. The post includes 25 days paid holiday plus 10 statutory bank holidays per year. Statutory sickness will apply. There may be the potential to extend the contract subject to the ballot outcome.

Remuneration: c£35,000 - £40,000 dependent on experience.

Working Hours: 35 hours per week – you will be entitled to unpaid lunch breaks for a minimum of 20 minutes daily. Flexible working can be negotiated including some time working from home and time-off-in-lieu. The post holder will report directly to the BID steering group.

1. The place of work is TBC.
2. The contracted hours of work are 35 per week (FTE 35 hours). These will normally be worked between the period of 9:00am to 5:00pm, with a half hour unpaid lunch break. It is recognised that the post holder is required to work outside of these basic hours, for example on weekends and evenings. To compensate for this, the post holder is entitled to flexible working times and operate a time off in lieu system.
3. The main holiday entitlement 25 days plus NI statutory holidays (13).
4. The leave year runs from 1st April to 31st March.
5. Particulars of the terms and conditions relating to incapacity for work due to sickness or injury, including any provision for sick pay, can be found in Bangor BID's Sickness and Absence Policy.
6. We offer pension via The People's Pension making a contribution of 5% of the net salary. Bangor BID will match the contribution by also contributing 5% to the pension fund. You are entitled not to enrol in this or any other pension scheme if you so wish and you may opt out of this pension scheme at any time.
7. The amount of notice of termination of employment you are entitled to receive is normally 4 weeks.
8. The amount of notice you are required to give is normally 4 weeks. A shorter period of notice may be acceptable if both parties can agree a reasonable adjustment.
9. Employment is subject to the satisfactory completion of a 6-month probationary period subject to these terms and to any general rights of termination under the law.