

**Position:** Advisor to Bognor Regis Regeneration Board

**Salary :** £40k pa - 3 days a week

**Organisational context:**

The Bognor Regis Regeneration Board (BRRB) is a public private partnership established in 2007. It brings together leading representatives from the key public, private and community stakeholders in Bognor Regis. The Board came together recognising a collective and cohesive approach would generate and secure better outcomes for those who live and work in the Town. The Board is independent and not a part of, or a subsidiary body of any organisation or agency.

**Board's Objectives:**

1. To collectively promote Bognor Regis as a great place to live, work, visit and invest;
2. To consider, give opinion and comment upon how (and to what extent) planned and proposed developments contribute to:
  - the town's growth and development;
  - address and overcome the town's socio-economic challenges; and,
  - maximise benefits and opportunities for the town;
3. To consider and evaluate strategies (local and wider) which impact upon the economic growth of Bognor Regis and offer comment, opinion and where appropriate modifications.

**Role of the Advisor**

- 1 Provide independent, impartial and objective advice. Guidance and assessment to the BRRB and its partner representatives;
- 2 Be an independent and impartial broker between Board Members (and their organisations), and where appropriate between Board Members and external agencies;
- 3 Provide project leadership and coordination on behalf of the BRRB as a collective body, independent of any single lead partner;
- 4 Co-ordinate with the Board's chosen provider to ensure membership fee invoices are raised in line with membership rules, payment is collected on time and generally ensuring that the Board's funding is in good order;
- 5 Represent the BRRB as a whole on project groups, partnerships etc. ensuring the progression of the BRRB's collective and adopted objectives and targets;
- 6 Responsible for the management and content for the Board's website and social media activity;
- 7 Preparing, developing, coordinating, progressing and monitoring the Board's priorities and programmes;
- 8 Assisting individual partners in the development and delivery of programmes and projects which progress the BRRB's priorities and objectives;
- 9 Identify potential new Board members, and discuss their membership with the Steering Group, recruit and perform inductions as appropriate;
- 10 Managing, coordinating and administering the BRRB and Steering Group meetings;
- 11 Promoting and developing partnership opportunities and relationships between partners.

**Essential qualities:**

- Previous senior leadership role;

- Personal gravitas and the ability to act as an ambassador for the Board;
- Strong knowledge and experience of living and working in or close to Bognor Regis;
- Strong communicator, written and oral, and a good listener with the ability to deal and communicate with people at all levels;
- Financial literacy and acumen and ability to recognise the financial implication of decisions;
- The ability to create rapport with existing Board members, development new members and relationships with key stakeholders in Bognor Regis;
- Flexibility around working hours and base local to Bognor Regis will be important.

**Please send full CV with application to:**

[enquiries@bognorregisregenerationboard.com](mailto:enquiries@bognorregisregenerationboard.com)

Only suitable applicants will be contacted.

**Closing date for applications:** 14th February

**Interviews:** Week commencing 24th February

**Start Date:** 1st May