

Welcome to the Culture Mile BID





Chief Executive Recruitment

The Culture Mile BID is a district in the Square Mile brimming with cultural creativity, commercial vibrancy and a strong sense of community.

The area is home to globally famed institutions such as the Barbican Centre and the future London Museum (reopening in 2026), as well as hidden gems including St Bartholomew The Great, London's oldest surviving church, and some of the last surviving sections of the 2,000 year old wall that once surrounded the City of London.

Over its initial 5-year term, the Culture Mile BID will inject up to £11m into the local area, working in partnership with its levy-paying member businesses as well as the public sector to deliver a range of ambitious projects including major public realm enhancements, agenda-setting green and climate resilience initiatives and high-profile destination marketing campaigns.

The BID was initially established and delivered under a management contract. The Board has recently transitioned this management in-house, hence the recruitment of a full time Chief Executive.

This is an exciting time to be part of the transformation of this unique part of the City of London and a great opportunity to lead a significant Business Improvement District in the heart of central London.

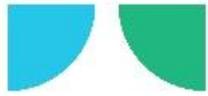


Job Description

Job Title	Chief Executive Officer
Reporting to	Chair of the Board of Directors
Responsible for	Director of Communications and Marketing Head of Partnerships and Engagement
Working Hours	37.5 hour working week, 9:00 to 5:30 Monday to Friday to include some evening and weekend hours as required
Location	Onsite and surrounding local area as required to carry out the duties of the company (some hybrid working available by arrangement)
Salary	c £100k per annum (dependent on experience)

Job Purpose

The Chief Executive is responsible for the strategic leadership, management and development of the business. Reporting to the Board of Directors via the Chair, the Chief Executive is required to act in a strategic leadership capacity to develop and grow the organisation to ensure delivery of a high-quality, high impact programme of services and projects.



CULTURE MILE BID

Key Duties and Responsibilities

Company Strategy, Management and Governance

- To develop and lead the strategic vision for The Culture Mile BID in conjunction with the board, and to manage the implementation of the agreed Business Plan
- To be responsible for the timely and effective delivery of the strategic and operational projects and services via in-house staff and contractors
- To manage the company with proper controls and procedures to ensure full compliance in all aspects of management and governance
- To be accountable to the Board, working closely with the Directors, and to take responsibility for all governance matters for the company through the Board, any sub-groups and to the local authority
- To be aware of potential risks to the company and develop strategies to mitigate against these risks
- To monitor and evaluate Company performance against agreed targets, and demonstrate the ability to react to changing requirements
- To ensure a robust engagement strategy is in place and regularly monitored
- To develop and lead a successful renewal ballot campaign before the end of the current term (31 March 2028)

Contract Management

- To oversee project initiation and sign-off, contract brief and procurement procedures for external contract delivery
- To ensure all contracts are appropriate and compliant with company procedures and to take responsibility for scheduling all contract reviews, breaks and renewals as required

Financial Management

- To ensure that appropriate financial policies and procedures exist, and that accurate and timely records of all financial transactions are maintained to meet the company's legal responsibilities
- To ensure satisfactory levy income collection by the local authority
- To manage the budget in line with business plan priorities and pre-approved project limits, and in line with agreed procurement procedures.
- To prepare the annual budget for Board review and approval
- In conjunction with the appointed accountants ensure timely and accurate bookkeeping, production of management accounts and production and submission of statutory accounts

Staff Management

- To ensure that the staff team is always effective and well-managed, providing leadership and motivation
- To ensure that necessary HR policies and procedures are in place and always followed and to access specialist advice if needed
- To ensure staff appraisal and review procedures are in place and implemented
- To ensure need and provision for staff training and development is regularly monitored and implemented



Person Specification

- Graduate qualification or proven equivalent experience demonstrating you can work effectively at a senior leadership level
- Experience of working effectively with successful outcomes within complex partnership situations across varied public, private and third sector organisations
- Proven track record of strategic leadership and management and evidence of success in driving a growing organisation forward
- Proven ability to think and act strategically whilst also being able to work operationally and understand the competing demands across the company
- Proven ability to lead, challenge and influence a wide range of audiences at varying levels of seniority
- Strong commercial acumen and proven experience of company and financial management and governance
- Proven ability to proactively manage a small staff team alongside external contractors
- Excellent organisational skills and ability to prioritise, deliver and delegate effectively to ensure the team achieve delivery across multiple workstreams
- Effective and impactful communication, presentation and negotiation skills
- Experience of working within the central London context is desirable, as is knowledge/experience of the role of culture in placemaking.



Applications are invited by 27th April

Please send a covering letter and CV to recruitment@culturemilebid.co.uk

For an informal chat please contact [Dr Julie Grail via LinkedIn](#) or on juliegrail@thebidsbusiness.com

