

The Fitzrovia Partnership, Business Improvement District

Job Description

P/T Savings programme Project Manager

Salary TBD based on experience

Purpose of role

A Part-time role to manage the delivery of The Fitzrovia Partnership savings programme, enabling businesses to benefit from a joint procurement approach to commodities and services and reduce bottom line costs, a programme delivered by the Business Improvement District.

To develop services and offerings and efficient processes both internally and externally

The role will report to Head of Place Management (**David Fereday**)

Key responsibilities

- Develop and deliver the member savings programme;
- Build relationships with local businesses;
- Facilitate members to engage with suppliers and partners;
- Identify business needs and liaise with appropriate team members with regards to project delivery;
- Input into communications and regular electronic member communications as agreed;
- Build relationships with suppliers and partners by meeting regularly;
- Host monthly KPI meetings with suppliers and partners to ensure service delivery is optimal, reporting them to the Head of Place Management;
- Facilitate any tender process for new suppliers or partners;
- Monitor contractual agreements with suppliers and partners
- Develop and deliver an employee training programme
- Deliver monthly savings reports to the Head of Place Management
- Carry out any other reasonable activities commensurate with role as required.

Essential Skills

- Minimum 2 years' experience in a project management role
- CRM Database management
- KPI management experience
- Account/contract management

Person Specification

- Well-presented and professional in approach;
- Good communication and interpersonal skills essential;
- Self-motivated and flexible approach.