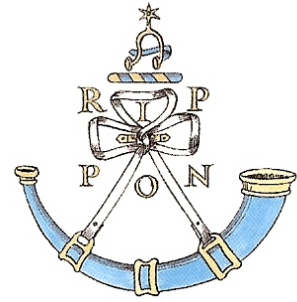


Ripon City Council



JOB DESCRIPTION

IDENTIFYING FACTS

Post Title:	City Centre Manager
Reports to:	Clerk to the Council
Location:	Hugh Ripley Hall, Skellbank, Ripon
Salary	£30,153 - £33,437 (SCP 34-38)

DUTIES

- Working as part of a team to drive the increased vibrancy of the economy in Ripon City Centre.
- To report to the Council on a regular basis focusing on matters of strategic significance.
- To promote the profile of Ripon as the Cathedral City of North Yorkshire locally, regionally, nationally and internationally.
- To work in partnership with organisations within Ripon, including but not limited to organisations from the Voluntary sector, Ripon Chamber of Trade, Ripon Civic Society, Ripon Together and others, to help support the re-generation of the City Centre.
- To report on, recommend and develop initiatives to increase footfall and improve promotion of the City Centre
- To develop and maintain regular day to day communication and dialogue with local businesses, to understand their needs and assess business confidence.
- To organise City Centre events.
- To attend meetings, including meetings of Ripon City Council, as necessary for the satisfactory fulfilment of the role, avoiding duplication of effort through liaison with the Clerk to the Council.
- To manage the Discover Ripon 'hub' and digital resource to provide co-ordination and development of organisations across the City to maximise resources and synergy.
- To explore funding opportunities that may become available from funding sources and through partnership working and sponsorship
- The City Centre Manager may be required to undertake such other duties as may reasonably be required by the Council.