



**Working Group Recruitment  
Pack**

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## 1. Introduction

Thank you for your expression of interest in joining a Colmore BID Working Group.

Working Groups are an important part of our approach to delivering for businesses in Colmore Business District. They are an opportunity to directly influence the work we do for the benefit of the whole community. If you want to be more involved in the BID, or have a say in how the District develops, Working Group membership is a great place to engage with us.

Throughout this pack you will find information about the organisation including our services, what will be expected of you on joining a group, and more about the application process.

This pack should be read, together with the role description prior to completing the application form. When we sent the pack to you, we will have told you about any relevant deadlines etc.

We trust you will find this pack useful, and we look forward to receiving your application.

**Nicola Fleet-Milne**  
**Chair of Colmore Business District**

## 2. About Us

Colmore BID is the commercial heart of Birmingham, representing over 500 companies employing around 35,000 people and occupying approximately 5.6 million square feet of office space. As well as being a hub for business and professional service firms, the District also boasts a thriving leisure and hospitality offering, with a host of award-winning independent and chain bars, restaurants, cafes and a small, but growing residential population.

A BID is a defined geographical area within which local businesses collaborate to invest in projects, services and initiatives which improve the environment in which they work. Colmore BID is principally financed through a 1.5% levy paid on top of the business rates paid by a business.

Reporting to the Board are six Working Groups and each of these groups focus on key areas of work for Colmore BID. Each group is formed of volunteers, led by a Board Director. The volunteers come from local businesses, partners from public sector organisations (as appropriate) and members of the Colmore BID team.

## 2.1 History

Colmore BID is a not-for profit, democratically elected company. Colmore BID is currently in its third five-year term which commenced on 1<sup>st</sup> April 2019. In 2018 we secured a successful 'Yes' vote, with 96% of businesses voting in favour of the BID, with a turnout of 64%; one of the best in the country.

## 2.2 Working Groups

Working Groups are responsible for monitoring the progress of our projects and making decisions about what projects the BID will deliver, in line with the strategy set out by our Board. The Director leading the Working Group is also responsible for reporting back on progress to the Board.

- **Community Building** - focuses on developing a networked experience for the people who work in the District, both socially and professionally. It also considers how the District makes a positive impact on the city by supporting relevant charitable initiatives
- **Outstanding Places** - Cares for the physical aspects of Colmore Business District by delivering, influencing and partnering on public realm projects. This ranges from enhanced levels of street cleaning from creating new public spaces such as Church Street Square
- **Accessible and Connected** – Considers the experience of getting to and moving around the District by influencing and partnering on policy and projects. As a 'Green Travel District' we collaborate with partners in promoting sustainable modes of travel for people who work in, and who visit the District and examines how the movement of polluting vehicles can be reduced in the city centre.
- **Place Marketing, Leisure and Hospitality** – Focuses on strengthening the brand of Colmore Business District internally and outwardly by delivering projects and a robust programme of events that contribute to the vibrancy of the area, increase dwell time and increases spend within local businesses.
- **Safe and Sound** - Delivers projects to keep those who work and visit the District safe and secure, day and night, including the Street Operations team who work with various partners to assist those in need, tackle antisocial behaviour, and to act as our eyes and ears in terms of the maintenance and cleaning of the District
- **Business Matters** – Manages the BID's strategic role within the city, working with external partners and lobbying on critical projects as well as providing regular oversight to the BID team.

### **3. Colmore BID Structure**

#### **3.1 The Role of the Board**

The Board is responsible for setting the strategy for Colmore BID and monitoring our progress against our objectives. The Board is also responsible for providing oversight and governance to ensure the company delivers for businesses.

In fulfilling its role, the Board exercises independent judgment on key issues such as:

- (a) Setting the strategic direction of the organisation, ensuring clarity of the vision, mission and values.
- (b) Holding to account the Executive Team and staff for the performance of the organisation.
- (c) Maintaining oversight of the organisation's performance with respect to financial and risk management.

#### **4.3 The Role of the Executive Team**

The Chief Executive is responsible for implementing the strategic framework established by the Board and providing overall operational management of the organisation. The Chief Executive is supported by the Operations Manager.

This Executive Team reports regularly to Board on performance and is responsible for ensuring that targets and objectives for the organisation are met.

#### **4.4 The Colmore BID Team**

To find out more about our current team members, please visit <https://colmorebusinessdistrict.com/about/>

### **4. Recruitment Process**

We encourage applications from a broad range of people from different organisations. Experience in certain areas of our work isn't needed; we're looking for enthusiasm, commitment and an interest in developing Colmore Business District. The only thing we do ask is that you work for a business based in Colmore Business District.

Having read this pack, if you would still like to join a Working Group, please complete our short application form and a member of the team will be in touch to have an informal discussion with you.

## **5. Contact Details**

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