**Job Title:** Maindee District Centre Business/Trader Liaison and Grants Coordinator

**Responsible to:** Maindee District Centre Creative Placemaking & Project Director

**Location:** Home based/Maindee (hybrid)

**Salary:** Freelance contract £250/day

**Term:** 9 month contract, 30 days

**Application Process:**

In order to assess your application we would like to understand how your skills and experience are relevant to this role.

Please read the job description and person specification in detail and in a covering letter summarise how your experience is relevant to what we are asking for. We ask that you keep your response to a maximum of 2 sides of A4 in pt 11 font. Less than two sides is fine. Please use bullet points where possible.

Please send your CV and covering letter to admin@maindee.org by **5pm on Monday 3rd June 2024.** Selection will be based on CV and covering letter and we will notify applicants on the outcome of their submission by **Friday 7th June 2024.**

To arrange an informal visit or request more information please email: admin@maindee.org

**Overview**

**About Us/the project:**

Maindee Unlimited is a local incorporated charity and was formed in 2015. It is governed by a board of local Trustees. The aim of the charity is “to transform Maindee into a sustainable community with a strong local identity and strong local economy, with a reputation as an attractive, safe, culturally vibrant and cohesive place to live, relax in and work.”

Maindee Unlimited launched the “Maindee District Centre Renewal Project”(MDCR) in 2023 to increase social, economic and environmental benefits for businesses and their customers in the District Centre on Chepstow Road, ultimately through a complete reworking of the highway and public realm. We have received funding from the Shared Prosperity Fund to test and develop creative projects, visual improvements, public art, greening and trader support to build momentum towards our vision for the district centre and activate and support a more vibrant neighbourhood centre.

**Role summary**

We are seeking an experienced regeneration practitioner to involve local shopkeepers, traders and businesses in the next stage of our MDCR project. This will involve building on previous engagement with the trader community to involve them in positive actions to improve the district centre environment and encourage more footfall and community use of the district centre. It will seek to make some quick wins to clean and freshen up the District Centre experience.

Main duties will include setting up and managing a fund for traders to improve shop fronts, managing the grant budget and overseeing that quality work is carried out on time and involving traders in community events including the Full Colour Street Art Festival and street markets.

You will work with the project manager and MU trustees to create a menu of options for local shop owners and traders and manage expectations, contracts and relevant contractors. You will ensure that any permissions and licenses required are in place and liase with relevant NCC officers to problem solve and realise the implementation of these improvements. You will help develop and test the potential for outdoor markets in the district centre and support R & D in establishing a sustainable programme of market trading in MDCR. You will deliver engagement with the diverse business community, leading to new channels for consultation, information exchange, sharing of opportunities and location-based marketing.

You will be proactive and innovative, working collaboratively with colleagues, local community members, local regional authorities, and external stakeholders to develop and deliver the next stage of the Maindee District Centre Renewal scheme.

Maindee Unlimited recognises the positive value of diversity, promote equality and challenge discrimination. We welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates. We have also made a positive commitment to employing disabled people and guarantee to interview all disabled candidates who meet the criteria set out in the person specification.

**Person Specification**

|  | Essential | Desirable |
| --- | --- | --- |
| Experience | At least 10 years experience in community-led regenerationDemonstrable success of working collaboratively with stakeholders and sustaining effective partnershipsExperience of setting up and managing community grant schemesPrevious experience of working in town/district centre environments and engaging traders in regeneration initiatives.Demonstratable success of working collaboratively in partnership with stakeholders developing and sustaining effective partnershipsExperience of working with different departments within local authoritiesExperience of collaborating with artists and creatives and commissioning artwork in the public realmExperience coordinating / working with volunteers and mobilising local communitiesExperience of public event production and management including health and safety, licensing and risk management.Experience of publicity, communications (traditional and social media) and reaching diverse audiences. | Experience of working with Statutory and regulatory bodiesExperience of implementing street art and murals in public spacesExperience in implementing shopfront improvements and activating social spaces |
| Skills/knowledge | Excellent organisational and project management skillsExcellent budgeting skills Excellent written and communication skillsGood understanding of the challenges faced by shopkeepers in district centre environmentsExcellent knowledge of placemaking and looking to innovate in this field.A good understanding and use of IT and graphicsGood organisational skills and ability to produce quality work to tight deadlinesAbility to network and form strong working relationships | Good understanding of health safety in terms of street works and shop front improvementsGood knowledge of the area of Newport and its diverse communities Good knowledge of Maindee and it’s local community, strengths, opportunities and challengesGood understanding of issues relating to climate change  |

**Main duties and responsibilities:**

Reporting to the MDCR Project Manager, your key responsibilities include:

-Overseeing the development and implementation of the MDCR shopfront improvement grant with 2 rounds of application.

-Managing the grant budget and ensuring value for money.

-Publicising the grant to local traders and strategically guiding it towards outcomes which produce the best value for the overall district centre

-Brokering and managing good relationships with the trader community.

-Ensuring project outcomes and funding requirements are met and providing any required information for NCC/SPF as and when needed.

-Creating positive promotional materials to generate a good response to the grant opportunity

-Integrate project with the street art festival and work with colleagues to help produce a coordinated programme of artwork which ties in with the festival.

-Broker relationships between shop owners/keepers and artists/contractors

-Ensure any required licensing, permissions, health and safety and risk management is in place.

-Work collaboratively with NCC officers to overcome barriers and come up with solutions to achieving aims of the project.

-Help document the process.

-Collaborating on programme of local events in terms of activating a market stall element.

-Collaborating with the project manager to develop designs and implement a number of small scale

-Report regularly project updates to MU board

-Be open to duties commensurate with the post, which may include occasional attendance at meetings and events during evenings and weekends.