



“Love Cambridge” Board Member - Job Description

“Love Cambridge” is the trading name for Cambridge City Centre Partnership Limited

Job Purpose

The members of Board will be responsible for ensuring that the Partnership achieves its objectives as set out below:

- To develop a vision and action plan for the city centre through working in partnership, to ensure its ongoing accessibility, safety, sustainability, diversity, vitality and vibrancy

Duties and responsibilities

To work with the Chair, other Board members and Partnership staff to:

- Set the vision and strategic direction for the new Partnership
- Ratify the business plan developed by members
- Promote Cambridge as a place to visit, live and invest
- To ensure sound corporate, legal and financial governance of the Partnership
- To act as an advocate / champion of their stakeholder group
- To attend quarterly Board meetings and other meetings of the partnership as appropriate

Key Tasks

- Participate in strategic planning
- Participate in action planning
- To take an active part in the meetings of the Partnership
- To represent the Partnership at events and meetings where relevant

Person specification

Education and qualifications

No specific educational attainments or qualifications are specified, but it is likely that you will have achieved a senior management role in your chosen field.

Experience in some or all of the following:

- Specialist professional or business skills in one or more of the areas described below
- Previous involvement in the not-for-profit sector, paid or voluntary
- Experience of setting up new companies and determining strategic direction

Skills and Abilities

Communication and PR skills – The ability to:

- Express a balanced opinion and to listen to the opinions of others
- Challenge and debate
- Influence and negotiate
- Appreciate and understand the culture of effective partnership working where the objective is identifying collective common goals and not focusing on single issue agendas
- Communicate with stakeholders, staff and the media
- Identify the need for diplomacy where appropriate

Analytical skills – The ability to:

- Read and understand complex subject matter and comment.
- Operational and Project management skills

Other specialist skills - a mix of specialist skills will be required on the board such as:

- Legal
- Finance
- Visitor management or service sector management

- Property development or management
- Management of the arts, culture or events
- Retail
- Hospitality sector
- Marketing

Knowledge

Ideally members will have knowledge/ interest in the issues surrounding tourism and the visitor economy, city centre management and local government.

Other requirements

Strong local ties, and ideally someone who either lives or works in Cambridge. A strong commitment to promoting the city as a great place to visit, work, live and invest. Ideally able to attend both daytime and occasional evening meetings.

To apply

If this opportunity is of interest to you please could you forward a copy of your CV with a covering letter outlining the following:

- what interests you about being involved in Love Cambridge
- what you feel you could personally bring to the partnership
- how your experience and personal attributes meet the criteria outlined above.

Please send by post to:

FAO: Emma Thornton
Head of City Centre Management & Tourism
The Guildhall
Cambridge
CB2 3QJ

Or by email to: emma.thornton@cambridge.gov.uk

For more information about Love Cambridge please contact Emma Thornton on 01223 457446 or email emma.thornton@cambridge.gov.uk