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*The means:* to change places for the better.

Urban Pioneer – Southampton

Date: 1<sup>st</sup> March 2018

Prepared by: Giles Semper

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## JOB DESCRIPTION

Job title	Urban Pioneer
Company	<i>The means</i>
Location and company information	<p>Main place of employment – Southampton</p> <p><b><i>The means</i></b> is a consultancy headquartered in Wales, with offices in Southwark and Llanelli. It is a company that transforms the places where we work and live – inspiring communities and creating places where people want to be. We never forget that placemaking is about people – our clients and the people whose communities we are entrusted to revitalise. It is a trust we value highly. Our commitment is to bring fresh ideas to our placemaking and place management solutions, ideas based on extensive experience and knowledge that produces outstanding solutions to problems.</p> <p><i>The means</i> is a 10-strong placemaking practice. Recognised nationally and internationally as an innovative organisation working in the areas of economic development, regeneration and transport planning, we partner with regional governments, local authorities and the private sector to make great places. We are well-known for forming and managing Business Improvement Districts (BIDs) in the UK and overseas.</p>
Job summary	<p>We are seeking candidates for a trainee position, initially embedded for six months with the Go! Southampton Business Improvement District (BID) in Southampton city centre. You will support Giles Semper, Associate Director of <i>The means</i>, in a part-time acting CEO role, as well as delivering a range of placemaking and place management projects under the BID's 'Stronger Business' theme.</p> <p>We are seeking candidates with a strong interest in urban development, regeneration, placemaking, or related areas that are seeking a nurturing environment in which to grow their experience. This is an ideal opportunity for a recent graduate, possibly from a Southampton HE institution.</p> <p>It is envisaged that the successful candidate will, as part of their role at <i>The means</i>, go through a programme of support and development including mentoring, coaching, on the job training and course-based training where necessary. This will typically take a whole day each week.</p> <p>We expect the successful candidate to develop towards taking a leading role in the company's consultancy and implementation projects, and to provide support to other members of the team as and when required. Alternatively they may wish to transfer to the employment of the Go! Southampton BID.</p>

Main tasks	<p>To support the Go! Southampton interim CEO, board and executive team in delivering a range of placemaking and place management projects. Specific duties will include:</p> <ul style="list-style-type: none"> <li>• Provide on-the-ground support and back-up for the interim CEO, Giles Semper, managing his diary and responding to enquiries.</li> <li>• Assist in the delivery of BID projects, particularly under the 'Stronger Business' theme.</li> <li>• Assist in the development of the BID's framework for monitoring the health of the city centre.</li> <li>• Engage with a variety of external stakeholders and partners (including BID member businesses) as and when required.</li> <li>• Administer meetings of the 'Stronger Business' theme group.</li> <li>• Help set up and manage BID events.</li> <li>• Assist with general BID administration.</li> <li>• Act as 'eyes and ears' of the BID as it seeks to improve the management of the physical environment in the city centre.</li> </ul>
Reporting to	Line managed by Giles Semper (Associate Director, <i>The means</i> )
Hours and remuneration	<p>40 hours per week</p> <p>Starting salary of £19,000 per annum, with review after 6 months</p>
Further Information and applications	<p>Please email your CV, plus a covering letter of not more than 500 words by noon on 23<sup>rd</sup> March 2018, to <a href="mailto:alison.collard@themeans.co.uk">alison.collard@themeans.co.uk</a>.</p> <p><b>Closing date:</b> 23<sup>rd</sup> March 2018 at 12 noon.</p> <p><b>Interviews:</b> We will aim to interview a shortlist of candidates w/c 12<sup>th</sup> March 2018.</p> <p><b>Start date:</b> As soon as possible after selection</p>

## PERSON SPECIFICATION

<b>Job title</b>	Urban Pioneer
<b>Personal attributes</b>	
Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Strong interest in place management and placemaking</li> <li>• An understanding of BIDs</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Demonstrable experience in place management or related field</li> <li>• Experience of working within a corporate business environment</li> </ul>
Technical skills	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Highly numerate</li> <li>• High level of IT skills, using a variety of software packages such as Microsoft Office (Word, Excel, Powerpoint), Adobe Acrobat / Reader, e-mail programmes such as Outlook &amp; Gmail</li> <li>• Able to undertake research work and manage &amp; analyse data</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Project management skills (not necessarily gained in the workplace)</li> <li>• Other relevant IT skills such as use of design software, GIS mapping or CAD</li> </ul>
Formal qualifications	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Relevant first degree</li> </ul>
Personality and Competencies required	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Reliable with an ability to work under pressure and to meet strict deadlines.</li> <li>• Able to manage time/ resources to deliver own and team objectives.</li> </ul>

	<ul style="list-style-type: none"> <li>• Adaptable and flexible with problem-assessment and problem-solving skills</li> <li>• Willing to embrace accountability associated with the role and to take personal responsibility for delivery of results.</li> <li>• Polite, respectful, diplomatic and able to observe confidentiality.</li> <li>• High level of attention to detail and accuracy</li> <li>• Excellent verbal and written communication skills. Communicates effectively with a broad range of people using a variety of media.</li> <li>• Credible and persuasive in a business environment</li> <li>• Adept at information gathering and information monitoring</li> <li>• Able and willing to promote customer focus in the team</li> <li>• Willing sometimes to work outside office hours to fulfil duties of the post</li> </ul>
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## TERMS & CONDITIONS

Job Title:	Urban Pioneer
Annual gross basic salary:	£19k per annum with a review after six months. Salary is paid monthly in arrears on the 28th of each month (or preceding Friday if the 28th falls on a Saturday, Sunday or Bank Holiday Monday).
Benefits:	Standard benefits will apply unless indicated otherwise including: <ul style="list-style-type: none"> <li>• 22 days holiday per annum (pro rata), in addition to public holidays</li> <li>• Contributory pension after probationary period</li> </ul>
Hours of work:	40 hours per week (5 days per week). Flexible hours by negotiation.
Location:	Main place of employment – Southampton city centre.
Special conditions:	There will be a probationary period of three months.

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