

Role Description: Non-Executive Director



Job Purpose

Oversight of Lincoln City Centre Partnership Ltd Trading As Lincoln Business Improvement Group (Lincoln BIG).

The role ensures Lincoln BIG operates effectively, remains financially stable, complies with legal requirements, and achieves its objectives.

Lincoln BIG has a specific operational remit that covers three key areas: Enhance, Experience, Engage.

Key Responsibilities

1. Strategic Leadership and Planning

- Develop and support the implementation of the BID business plan in line with Lincoln BIG's vision, mission and long-term strategy.
- Set business objectives and monitor performance, ensuring alignment with KPIs and business plan objectives.
- Make high-level decisions on policy, investments and the organisational direction.
- Monitor external developments and ensure adaptability to changes.
- Engage with key stakeholders, including local authorities, business owners and community organisations, to represent the interests of Lincoln BIG members.
- Prepare for BID renewal ballots, ensuring strong stakeholder support and a successful re-election process.

2. Governance and Compliance

- Ensure compliance with legal, regulatory, and corporate governance requirements.
- Uphold ethical standards and corporate social responsibility (CSR) initiatives.
- Maintain transparency in decision-making and business operations.
- Protect member and stakeholder interests.

3. Financial Oversight and Risk Management

- Approve budgets, financial reports, and business investments.
- Ensure Lincoln BIG remains financially sustainable and profitable.
- Identify, assess, and mitigate risks affecting the business.
- Oversee financial audits, tax compliance, and corporate reporting.

4. Operational Oversight

- Supervise the implementation of key projects and initiatives.
- Ensure the efficient use of resources, including personnel and technology.
- Monitor business performance and implement corrective measures where needed.
- Drive and advocate innovation and improvements in business processes.

5. Stakeholder and External Relations

- Represent Lincoln BIG to stakeholders, members and investor members
- Build and maintain strong relationships with business owners, landlords, local authorities and community groups.
- Engage with members and stakeholders to enhance Lincoln BIGs reputation.
- Advocate for members at local government and policy-making levels.
- Support effective communication with members through providing input to newsletters together with attendance at events, and meetings.

6. Leadership and People Management

- Provide direction and mentorship to senior leadership team and employees.
- Foster a positive, inclusive, and high-performance workplace culture.
- Ensure recruitment, training, and development of employees align with business needs.
- Promote diversity, equity, and inclusion within Lincoln BIG.

The Effective Director:

- Acts with the highest standards of integrity and probity.
- Is an active director of the board at meetings, by providing visionary leadership, strategic thinking, insight, intelligence and thoughtful challenge.
- Uses their networks to inform and receive information to support the aims of Lincoln BIG.
- Works closely with board directors, employees, and external partners to maximise impact.
- Is proactively engaged outside of board meetings, representing Lincoln BIG, informing members and stakeholder, whilst receiving information from members to support good decision-making.
- Being involved with existing, or supporting setting up of new, member forums.
- Active participation in set or ad hoc committees.

Legal & Fiduciary Responsibilities

As a director, there are fundamental legal duties, including:

- **Duty of Care** – Acting with competence, diligence, and prudence in decision-making.
- **Duty of Loyalty** – Avoiding conflicts of interest and prioritising the organisation's well-being.
- **Duty of Compliance** – Ensuring adherence to laws, policies, and regulations.
- **Duty of Accountability** – Maintaining transparency and ethical conduct in business dealings.