



Camps Bay
City Improvement District

Invitation for applications for permanent employment by the proposed Camps Bay City Improvement District (CBCID) in the role of:

Communications, Volunteer and Administrative Manager

Background

On April 25, 2024 the CBCID Steering Committee's application to the City of Cape Town for the establishment of a City Improvement District (CID) in Camps Bay was approved at a meeting of Ordinary Council. Formal notification of the approval was given on 29 April, and the CBCID therefore aims to be operational on or soon after 1 July 2024.

Accordingly, the CBCID Steering Committee is seeking applications for positions envisaged as part of the organisational structure of the proposed CID, in accordance with the Business Plan. For further information, please refer to the CBCID Business Plan at www.campsbaycid.org.

Application process

Interested candidates should submit a CV and covering letter to jobs@campsbaycid.org by 18:00 on 31 May 2024. All applicants must include contactable references, a copy of their ID, evidence of any qualifications or certifications listed in their CV and explicitly give authorisation to contact references and conduct full background checks (including criminal and credit). Potential candidates will be interviewed during May / June with the intention of engagement ASAP.

Role description

The Communications, Volunteer & Administrative Manager's primary objective will be to assist the CID Manager and other staff in ensuring that the CBCID is the best-run CID in Cape Town through the smooth running of the CID office and all administrative and financial functions. The CVAM will also be responsible for the CID web site and database, proactive communication with the Camps Bay community, and initiation and management of community volunteer initiatives.

Specific responsibilities will include, but are not necessarily limited to:

Communications

- Regular, proactive communications with property owners, residents, local businesses and the general public in Camps Bay using all available channels including social media
- Management of the CID web site (including the generation of appropriate content and development of necessary functionality) and database to ensure that both are proactively kept up-to-date and accurate

Volunteers

- Establishment and management of volunteer initiatives to complement the work of the CID and enhance the quality of community life in Camps Bay
- Support for and co-ordination with existing neighbourhood volunteer initiatives

Administration

- Preparation for and co-ordination of CID public meetings, including the AGM. To include compilation of presentations, collation and advance publication of documentation as may be required, venue procurement and management of meeting notices
- Co-ordination of CID Board meetings, including collation and delivery of Board papers in good time, taking of minutes at meetings and distribution thereof afterwards, following up action items, etc
- Liaison with the City of Cape Town, in particular so as to ensure that the City's administrative and financial reporting requirements are met
- Practical support for other CID managers and staff, including diary and meeting management if required
- Office and general administration, including record keeping and financial administration.

Critical experience

- Project or general administration and / or office management experience in an organisation employing a reasonable number of people and with a meaningful annual expenditure budget.
- Broad IT skills including some experience of web site and database administration, mass communication tools, social media, Microsoft Office, etc
- Experience in communications and/or marketing across multiple channels
- Collaborative and able to work with other team members
- Flexible and creative approach to the application of resources

Critical skills

- Well organised, strong time management, meticulous record keeping, attention to detail
- Good written and verbal communication skills, able to deal with the public sensitively
- Financially literate, can liaise with accountants and auditors

At all times, staff are expected to conduct themselves according to the values of the CID:

- Community focused
- Quality and value driven
- Transparent
- Professional and accountable
- Integrated