

SHEFFIELD BID

Shaping the future of Sheffield city centre

Board recruitment | May 2026



everything is different today

Care about Sheffield city centre? Want to make a difference?

Sheffield BID is seeking people who are committed to the success of the city centre and who want to contribute their experience, insight and judgement at Board level.

As a **Non-Executive Director** (NED), you will help guide the work of Sheffield BID across its core programmes: **City Care, City Vibe and City Ambition**, shaping priorities that support businesses, people and place.

We are looking for individuals who:

Bring experience from levy-paying organisations or the wider city centre economy.

Can offer constructive challenge and sound judgement.

Are willing to stand up, be counted, and act in the best interests of Sheffield BID as a whole.

This is an opportunity to help deliver a better Sheffield city centre - every day.

“I joined the Sheffield BID board to ensure the voices of small, independent businesses are heard and represented. As the owner of Smoke BBQ, I understand the unique challenges and opportunities of running a business in the city centre. The BID has played a vital role in creating a more supportive environment for independents, offering practical support that makes a real difference. As the city centre continues to grow and evolve, the BID’s role in championing local enterprises is more important than ever. ”

Duka Nagy, Owner - Smoke BBQ

Chair of the Nominations Committee – Sheffield BID

Meet some of our NEDs

Tony Stacey was appointed Chair of the Board in 2023.

Vina Khan (Sheffield Museums Trust), **Linda Goodacre** (University of Sheffield) and **Caroline Hamilton** (Hamilton Communications Ltd), joined the BID Board in 2025.



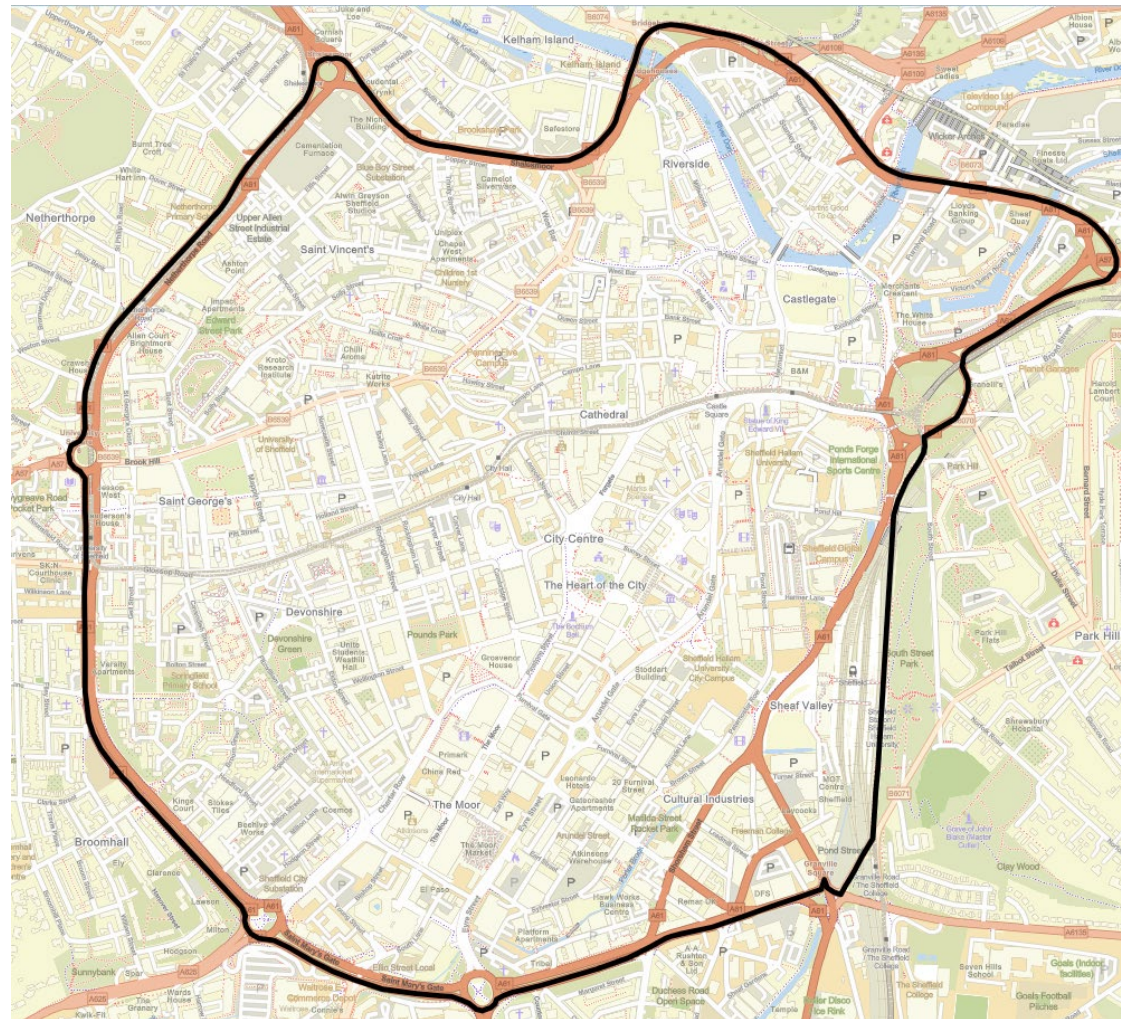
About Sheffield BID

Established by ballot and now in its third term (to 31 March 2031), **Sheffield City Centre BID Ltd** is the accountable not-for-profit body for the city centre's Business Improvement District, which has been operating since 2015.

The BID is delivered through a business partnership of 540+ levy-paying organisations, including UK and independent retailers, hospitality and night-time economy operators, office-based employers, higher education institutions and voluntary sector organisations within the BID boundary.

Levy income funds a wide range of projects and services that support business resilience, growth, safety, sustainability and the city centre's overall performance.

During its third term, Sheffield BID is expected to raise over £6.2m of additional investment through to 31 March 2031.



“As Sheffield BID enters its third term, we are looking for people who care about the future of the city centre and who want to make a meaningful contribution at Board level. People who bring experience, insight and sound judgement, and who are willing to help guide our work.

As a NED, you will help shape and support the BID’s priorities ensuring that what we do reflects the needs of levy-paying businesses while taking a wider, long-term view.

This is a voluntary role with real impact. Our Board plays a critical part in setting direction, providing challenge and ensuring that Sheffield BID delivers for the city centre - not just in principle, but every day.

If you care about the city centre and want to play a part in its future, I would encourage you to consider joining us.”

Diane Jarvis, Chief Executive Officer

Role summary

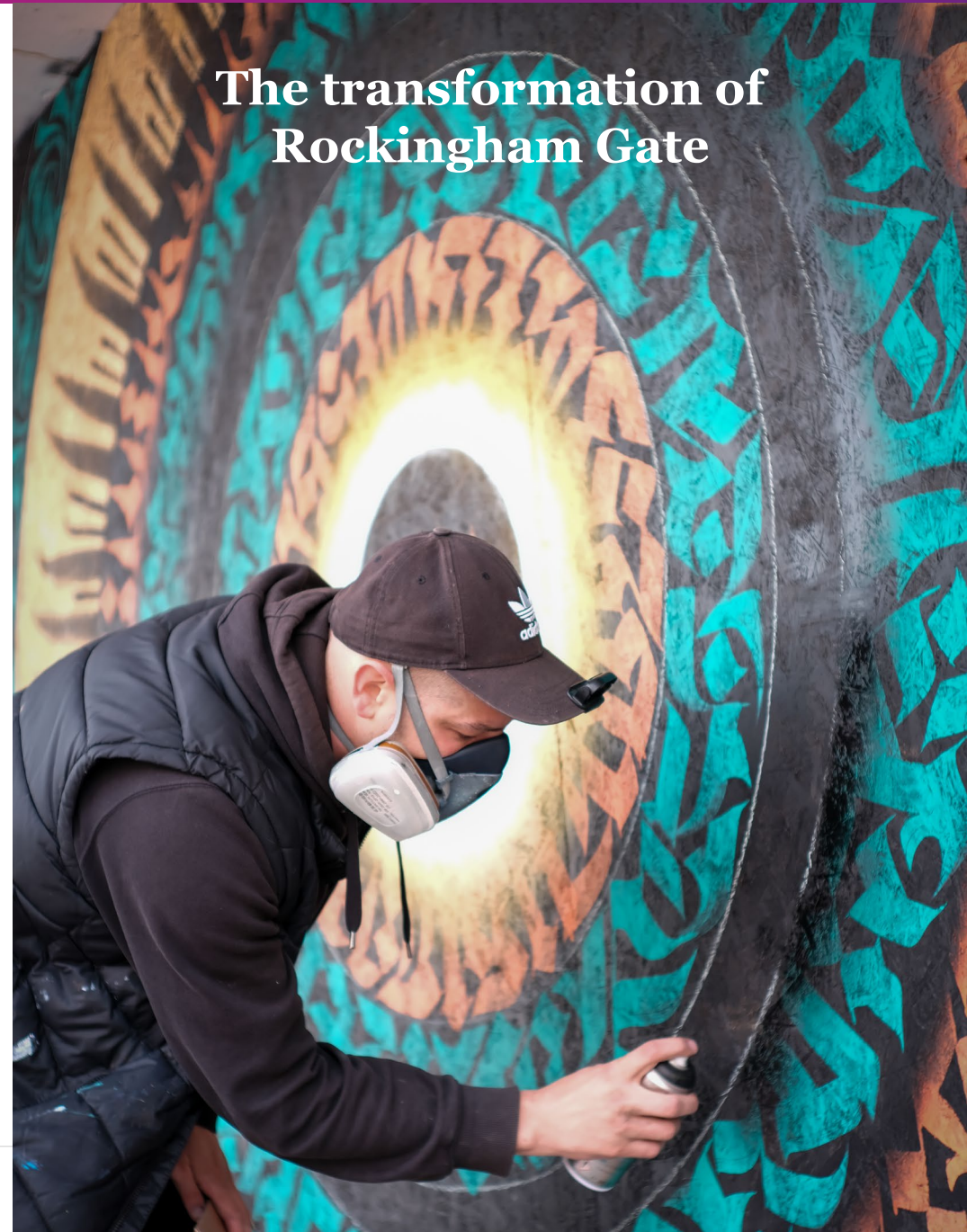
Sheffield BID is seeking to appoint up to **six non-executive directors** (NEDs) as part of normal Board succession. Several current NEDs are due to step down in January 2027.

The Board is skills-based and sector-informed, reflecting the diversity of the BID levy payer base. The BID is particularly keen to strengthen Board insight and experience across:

- Small and independent businesses
- Hospitality and the night-time economy
- Office-sector employers and commercial property
- Voluntary, community and social enterprise (VCSE) sector

Alongside sector insight, the Board places strong value on governance, assurance and strategic oversight experience.

The transformation of Rockingham Gate



Nature of the role and time commitment

This is a **voluntary, non-remunerated** role.

Reasonable and agreed out-of-pocket expenses will be reimbursed in line with BID policy.

The Board meets quarterly, typically during normal working hours.

NEDs may also be asked to contribute to committee meetings, working groups or ad-hoc discussions between Board meetings, depending on skills, interests and business need.

NEDs should be able to commit sufficient time to prepare for meetings, read papers and engage constructively with Board business.

Accountability and appointment

NEDs work alongside other non-executives as equal members of the Board, sharing collective responsibility for Board decisions, statutory duties and the long-term success of the BID Company.

NEDs are appointed through a selection and interview process managed by the BID's Nominations Committee.

Appointments are initially for a **two-year term**, with the possibility of extension up to a maximum of six years, in line with the Company's Articles of Association.

NEDs are appointed as individuals, not as formal representatives of named organisations.

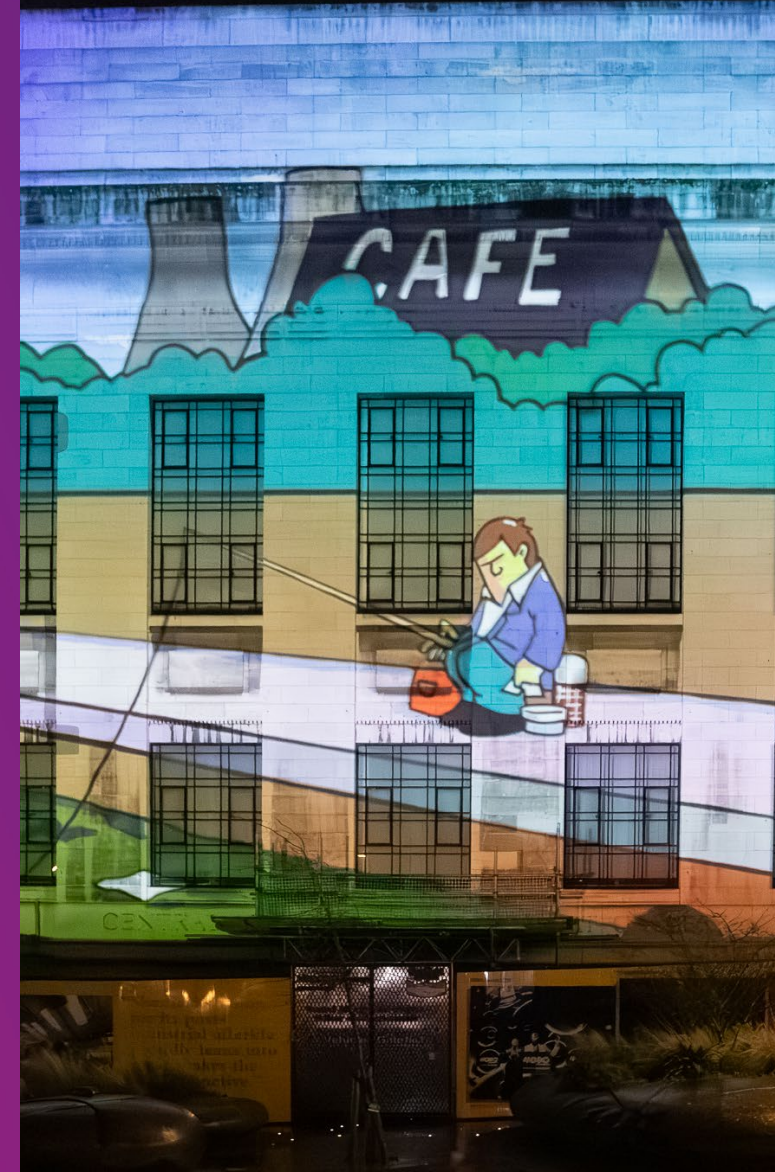


Main duties and responsibilities

All NEDs are expected to:

- Contribute to the development and delivery of the BID's strategy, ensuring it reflects levy payer priorities and the evolving city centre context.
- Provide independent judgment, insight and constructive challenge, supporting robust debate and high-quality decision-making.
- Balance independence from day-to-day operations with sufficient engagement to ask informed, objective and occasionally tough questions.
- Scrutinise organisational performance, including:
 - Reviewing financial and operational information
 - Satisfying themselves as to the integrity of financial reporting
 - Ensuring that internal controls and risk management systems are robust, proportionate and defensible
- Act in accordance with company law, the BID's Articles of Association and the Nolan Principles of public life.
- Uphold high standards of governance, probity, transparency and accountability.

**Light Up Sheffield
– December 2025**



Board committees

NEDs with the appropriate skills and experience may be invited to chair or serve on Board sub-committees, including (but not limited to):

- Audit & Risk Committee
- Remuneration & Employment Committee
- Nominations Committee
- Governance Committee

Committee Chairs are responsible for setting agendas with the executive team and ensuring that each committee provides independent assurance and effective oversight to the Board in line with agreed terms of reference.



Sector insight and engagement

Where appointed with specific sector insight, NEDs are expected to:

- Be credible, trusted and approachable within that sector.
- Support two-way engagement by bringing intelligence, emerging issues and opportunities to Board discussion.
- Act at all times in the best interests of Sheffield BID as a whole, rather than as a mandated representative.



**Lunar
Chinese New
Year –
February
2026**

Diversity, equality and inclusion

Sheffield BID is committed to building a Board that reflects the diversity of Sheffield's business community and workforce.

The BID actively encourages applications from individuals who are under-represented on boards and from diverse ethnic, socio-economic and lived-experience backgrounds.

The Board believes that diverse perspectives strengthen strategic thinking, improve accountability to levy payers and support a more inclusive city centre economy.

Standards of conduct

All NEDs should:

Act with integrity, professionalism and discretion.

Declare and appropriately manage any conflicts of interest.

Safeguard and promote the good name, reputation and credibility of Sheffield BID.

Volunteer day – March 2026



Person specification

Essential experience and skills

Candidates should:

- Have relevant governance, strategic or professional experience, gained through executive, non-executive, trustee, advisory or committee roles, or through roles involving significant responsibility and decision-making.
- Demonstrate strong business and commercial acumen, with an understanding of the challenges facing city centre economies.
- Be able to analyse and interpret financial and performance information to support effective oversight and decision-making.
- Have a sound understanding of good governance, including how boards add value, provide assurance and set strategic direction.
- Be able to contribute effectively to Board and committee discussions, including providing constructive challenge in a respectful manner.
- Be able to commit sufficient time and focus to prepare for and attend quarterly Board meetings and any additional committee work as required.

Formal previous board experience is welcome but not essential.



Castlegate Festival
– September 2025

Desirable experience and skills

Candidates may also bring experience in one or more of the following areas:

- Chairing or vice-chairing meetings or committees
- Audit, risk, regulatory or assurance roles
- Leading organisations or services through periods of change or transformation
- Operating within place-based, partnership or membership organisations

Sector insight relating to one of:

- Small and independent business
- Hospitality and / or the night-time economy
- Office-based employers and commercial property
- Voluntary, community and social enterprise activity

The Sheffield Christmas Trail 2018-2025



Personal qualities and values

All NEDs are expected to:

- Demonstrate a genuine interest in place-making, place management or place marketing, and a strong commitment to the values and objectives of Sheffield BID.
- Be passionate about the future success of Sheffield city centre for the benefit of businesses, employees, students, residents and visitors.
- Act with high personal integrity, openness and professionalism.
- Apply their skills and experience appropriately and proportionately, recognising the distinction between governance and management.
- Build and maintain constructive relationships with the executive team, fellow Board members and key stakeholders through strong interpersonal and communication skills.
- Foster an ethos of continuous improvement, learning and reflective practice for both the BID and the Board itself.

Sheffield Bricktropolis
2018-2024



How to apply

Recruitment and appointment

Sheffield BID intends to make initial appointments following an interview process taking place in early to mid-June.

However, recognising the importance of securing the right balance of skills, experience and diversity, the BID may not appoint all roles at the same time.

We are therefore inviting applications for an initial round, with a closing date of 8 June, and interviews with our Nominations Committee expected to take place on 15 June.

The recruitment process may then remain open on a rolling basis until the Board is satisfied that the required mix of capabilities has been achieved.

Candidates are invited to submit:

A short **covering statement** (no more than two pages) outlining:

- Motivation for joining the Sheffield BID Board
- Relevant skills, experience and sector insight

A **CV** (maximum three pages)

Applications should be submitted to

board@sheffieldbid.com.

Sheffield BID welcomes informal enquiries prior to application. Please feel free to contact **Diane Jarvis, Chief Executive Officer** for an initial conversation: mobile - 07946 199883 or email - diane.jarvis@sheffieldbid.com