



Associate Director

FOR Cardiff

Candidate Pack

Deadline: Midnight 26th July

Interviews: w/c 10th August and w/c 17th August



Key Information

Location
Cardiff City Centre

Contract & Hours
Fixed term to 30th November 2031

Full-time, Monday to Friday, 9am - 5.30pm

Reporting to
Executive Director

Salary
£60,000 per annum

Benefits

We offer a flexible and supportive working environment including hybrid working, 25 days annual leave plus bank holidays (increasing with service), private healthcare, a 4% performance-related bonus scheme, employer pension contributions, generous training package, enhanced wellbeing support including an Employee Assistance Programme, and a range of family-friendly policies.



About FOR Cardiff



FOR Cardiff is the Business Improvement District (BID) for Cardiff city centre and Cardiff Bay, representing over 1,000 businesses across retail, hospitality, leisure, office, culture and the public sector.

As the organisation enters its third BID term and expands into Cardiff Bay, FOR Cardiff is entering a period of significant growth and development. The organisation is delivering a larger business plan, operating across a wider geographical area and increasing its influence across policy, placemaking, sustainability and economic development.

We are seeking an experienced and collaborative Associate Director to support the Executive Director and Senior Leadership Team in ensuring the organisation remains high-performing, strategically focused and operationally effective.

Why Join Us?

This is an opportunity to play a leading role in shaping the future of Cardiff city centre and Cardiff Bay, helping deliver a £12 million programme of investment on behalf of more than 1,000 businesses.

You will join an ambitious and collaborative organisation with a strong track record of delivery and the opportunity to make a meaningful impact on Wales' capital city.

[Meet our team](#)

[Meet the Board](#)

[Read our 2026 - 2031 Business Plan](#)

The Role



The Associate Director is a key member of the Senior Leadership Team, providing strategic support to the Executive Director and helping ensure the organisation remains high-performing, well-governed and focused on delivering for its members.

This role is responsible for organisational performance, governance, business planning and strategic coordination. Working across the organisation, the Associate Director will ensure priorities are translated into clear plans, performance is effectively monitored and reported, and decision-making is supported by robust insight and intelligence.

The role will also act as deputy to the Executive Director where required.

Key Responsibilities

Strategic Leadership & Organisational Performance

- Support the Executive Director in leading the organisation and delivering the BID Business Plan, contributing to the overall leadership, culture and effectiveness of the organisation.
- Lead organisational planning, performance management and reporting processes, including the development of KPI frameworks and performance monitoring to drive accountability, informed decision-making and continuous improvement.
- Promote collaborative working across teams and functions, ensuring effective prioritisation of resources, alignment of activity and successful delivery of organisational objectives.
- Provide leadership, guidance and support to direct reports, fostering a high-performing, innovative and accountable culture.
- Lead strategic projects, organisational development initiatives and continuous improvement activities that enhance organisational performance, innovation and long-term success.

Governance & Board Support

- Coordinate governance arrangements and ensure effective organisational oversight.
- Lead the preparation of Board and Committee papers, reports and supporting documentation.
- Support the Executive Director, Board and Committees in effective decision making.
- Maintain oversight of organisational policies, risk management and compliance processes.
- Support audit, assurance and governance reviews as required.

Public Affairs & Strategic Coordination

- Coordinate policy, public affairs and advocacy activity.
- Support the development of consultation responses, position statements and stakeholder briefings.
- Monitor policy developments relevant to FOR Cardiff and its members.
- Support the Executive Director in managing key strategic partnerships and relationships.

Communications, Insight & Intelligence

- Oversee organisational reporting, business intelligence and impact measurement.
- Ensure corporate communications support organisational priorities and reputation.
- Use insight and data to support decision making and continuous improvement.
- Ensure reporting and communications effectively demonstrate impact to members and stakeholders.

About You



We are looking for an experienced and proactive leader who combines strong organisational skills with strategic thinking and excellent relationship management.

You will have:

- Experience in a senior management or leadership role.
- Experience supporting organisational planning, performance management and delivery.
- Experience working with Boards, Committees or governance structures.
- Strong understanding of governance, risk management and organisational accountability.
- Experience preparing high-quality reports and presenting information to senior stakeholders.
- Excellent analytical, communication and problem-solving skills.
- Experience managing and developing staff.
- The ability to build effective relationships and influence at all levels.

Desirable

- Experience within a membership organisation, Business Improvement District, local government, regeneration, economic development or place-based organisation.
- Experience of public affairs, policy development or stakeholder engagement.
- Knowledge of Welsh public policy and local government.
- Experience supporting organisational change and improvement programmes.

Diversity, Equity & Inclusion

We value and celebrate diversity in all its forms and are committed to creating an inclusive workplace where everyone can thrive.

We welcome applications from people from all backgrounds and we are committed to ensuring our recruitment process is inclusive and accessible for all.

Applicants who require adjustments at any stage are encouraged to inform us so that appropriate arrangements can be made.

Application Process



FOR Cardiff have retained Acorn by Synergie to support and manage this round of recruitment.

To learn more, please contact:

Luke Rob rt

luke.robert@acornbysynergie.com

07551 353 260

Privacy Notice

By submitting your application, you agree to Acorn by Synergie processing your personal data for recruitment purposes. We are committed to acknowledging every application and look forward to considering yours.

Thank you for your interest in contributing to the success of FOR Cardiff.

If you would like to apply, please submit the following for consideration ahead of the deadline on Sunday 26th July at midnight:

- Updated CV
- Supporting statement (max 1 page of A4) detailing your motivation for applying and your suitability with the person specification in consideration.

All applications need to be sent via email to luke.robert@acornbysynergie.com

Our intention is to hold preliminary interviews w/c 10th August and final interviews in Cardiff w/c 17th August.

If you have any issues with these dates or require any further reasonable adjustments as part of the process then please contact Luke Rob rt.

We look forward to hearing from you.