

Kingshill House is a not-for-profit community arts centre situated in a lovingly restored Georgian building in Dursley. As well as running a thriving in-house programme of arts and crafts activities, we also hire out rooms to community groups, individuals and other local groups and organisations.

We are looking for someone to join our team as General Manager on a permanent (part-time) basis. The successful candidate will be at the heart of our operation and will play a crucial role in setting our future direction.

Our team is working hard to re-build momentum after a year of Covid-19 restrictions and we need someone who can hit the ground running as we look forward to re-opening our doors in a few weeks' time.

If you are enthusiastic about customer service and you like to be the 'go-to' person in a small, dedicated team that takes pride in getting things done, then this is the role for you.

This is a permanent position that entails working for 20 hours a week on a flexible basis, subject to review and agreement.

Salary is £30,000 per annum (pro rata – full time equivalent) with a pay review every April. Satisfactory completion of a three month probation period will be required.

JOB DESCRIPTION

1. JOB TITLE:

General Manager

2. JOB PURPOSE:

To provide ongoing management for all staff on behalf of the Directors. To manage the day-to-day administration of Kingshill House and ensure that the office meets the needs of potential and actual users, funders, visitors and other interested parties.

To coordinate ongoing marketing activity, programme development and implementation, internal and external reporting/liaison, course and room bookings, budgets and resources, building maintenance, and related issues.

3. MANAGEMENT:

Line management of Arts Co-ordinator, Office Administrator, Estates Manager, Digital, Press and PR Officer and other staff members as necessary (shortly recruiting for additional staff: Business Development Manager, Bookkeeper). Reports to the Board of Directors (Trustees) through written reports and attendance at meetings as agreed.

4. OTHER RELATIONSHIPS:

Internal: Liaison with Board of Directors (Trustees).

External: Actual/potential customers, other local charities and organisations, local council representatives, funding organisations, members of the general public, contractors, suppliers and others.

5. KEY RESPONSIBILITIES:

Ensure the smooth running of Kingshill House on a day-to-day basis, ensuring procedures are followed correctly, and resolving any issues that arise.
Liaise with Business Development Manager to develop links with other Community Arts organisations and assist with preparing grant application to both local and national funding providers.
Expand and develop the existing business portfolio of Kingshill House including classes, courses, performance art and venue hire.
Work with Trustees to develop and manage projects related to building refurbishment, decoration and renovation as funds become available.
Ensure the house is maintained in a satisfactory and safe condition and that all activities are conducted in accordance with the relevant H&S and other legislation.
Liaise with the book-keeper and Treasurer (Finance Director) and oversee Financial Systems to ensure monthly, quarterly and annual accounts are prepared and circulated as necessary.
Co-ordinate reports back to local Councils and other stakeholders.
Liaise with the Licensee regarding use of the bar.
Ensure users of Kingshill House are regularly invoiced.
Ensure supplier invoices are processed promptly for payment.
Ensure banking of receipts in an orderly and timely manner.
Liaise with the payroll service to ensure wages are paid in a timely fashion for all members of staff.
Maintain full and accurate records of working hours, sickness and holiday absence for all staff.

6. OTHER REQUIREMENTS:

Given the limited staffing at Kingshill House there are a number of support activities with which the General Manager is involved. These include but are not restricted to:

- Providing support to other staff members and helping with the day-to-day running of the House.
- Dealing with incoming mail, telephone and personal enquiries, taking messages and assisting with room rental bookings and payments.
- Opening and closing the building as required.

The job-holder will be required to work with minimal day-to-day supervision and to resolve on their own initiative a wide range of different problems that might arise in the course of the House's business. The job-holder will be computer literate in the standard MS Office packages and will also have an appropriate understanding of HR systems and processes, as well as basic spreadsheet and book-keeping principles.

There is no requirement for applicants to have worked in the Arts before, but previous involvement in the Arts and/or experience of management in a small business or charitable or voluntary organisation would be advantageous.

7. WORKING CONDITIONS AND ENVIRONMENT:

Most of the work associated with this post will be carried out within normal office working hours, but the nature of the activities involved mean that the incumbent will also be required to assist from time to time with events taking place at the House during evenings and weekends, including helping with setting up rooms and display spaces, checking and/or selling tickets, meeting clients, stall holders and visiting course tutors, and other tasks as may be necessary.

The post requires attendance at Kingshill House under all normal circumstances and appropriate office space is provided within the House itself.

Some local travel may be required, largely confined to the Cam and Dursley/ Stroud District area. Travel costs will be reimbursed according to agreed schedules.

PERSON SPECIFICATION

The successful applicant will be:

- A caring and supportive manager, able to lead and inspire others to excel
- Enthusiastic, dynamic and used to engaging with the public
- A team player with a pleasant and engaging manner
- A confident and capable administrator, well-organised and able to think on their feet
- An excellent communicator with good inter-personal skills
- Able to prioritise and manage their own workload with minimal supervision

TO APPLY...

To apply for this position you should email in the first instance to the Chair of Trustees at Kingshill House (alison@kingshillhouse.org.uk), enclosing an up to date CV and a brief covering letter that explains your suitability for the role. Please also include the names and contact details of two referees who are able to comment in respect of your character and suitability for the role; please note that no contact will be made with any referees until candidates have been short-listed for interview. Kingshill House Limited is an equal opportunity employer and all applications will be considered on their merits.

The closing date for applications is June 11th 2021 and it is expected that short-listed candidates will be called for interview during the second half of June.