



LETCHWORTH EDUCATIONAL SETTLEMENT
229 Nevells Road, Letchworth Garden City, SG6 4UB
Registered Charity No 311085

JOB DESCRIPTION

Job title	Manager, Letchworth Educational Settlement
Main purposes of job	<ol style="list-style-type: none"> 1. Responsible for the efficient and effective running of the Settlement. 2. To advise the Trustees ("the Committee") on strategy and implement decisions.
Key tasks	
1. Develop and manage a programme of adult education activities	<ul style="list-style-type: none"> ▪ Research, source and manage a programme of courses, workshops and events. ▪ Recruit and liaise with tutors. ▪ Manage learner enrolments and communications with them. ▪ Oversee marketing and production of publicity material, including the Settlement website and social media. ▪ Evaluate courses, workshops and events. ▪ Expand the offer to widen and increase audience, including promoting Equality, Diversity and Inclusion. ▪ Develop and support Membership.
2. Manage the Settlement site and facilities	<ul style="list-style-type: none"> ▪ Manage the office staff and their workload, promoting staff wellbeing and Equality, Diversity and Inclusion. ▪ Maintain a job rota to cover all areas of work. ▪ Manage the Settlement site, ensuring it is well maintained and secure and complies with Health and Safety requirements. ▪ Manage the Settlement's other facilities, including IT systems and equipment. ▪ Manage records to ensure they are complete and up to date and all regulatory requirements are met. ▪ Develop the volunteer network.
3. Manage the Settlement budget, in liaison with the Treasurer	<ul style="list-style-type: none"> ▪ Provide timely financial and management information. ▪ Ensure timely and accurate invoices are issued and credit control.

	<ul style="list-style-type: none"> ▪ Ensure tutors and suppliers are paid in a timely manner and in accordance with agreed terms. ▪ Promote the Settlement facilities to maximise income. ▪ Manage hirings. ▪ Assist with fundraising activities.
4. Advise the Committee on strategy and implement decisions	<ul style="list-style-type: none"> ▪ Report to and attend meetings of the Committee. ▪ Report to and attend meetings to Sub Committees as required. ▪ Assist and advise the Committee on the Settlement's strategy. ▪ Liaise with the Officers on governance and other matters. ▪ Foster partnerships with external organisations, including local Arts networks.
Key results/objectives	<ul style="list-style-type: none"> ▪ The Settlement has a programme of courses, workshops and events which are highly rated by learners. ▪ The use of the Settlement facilities is maximised to improve income ▪ Resources are managed in an efficient and cost effective way. ▪ The Committee receives information and advice in a timely manner. ▪ Tutors, staff, Members and volunteers are supported and valued. ▪ External networks are built and fostered. ▪ The Settlement is known and respected as a place of excellence.
Staff management	2 Assistant Managers (currently part time and term time plus Easter and Summer Schools only)
Reporting to	Chair of Trustees, with regular communication with the other Officers.