

## **JOB DESCRIPTION AND PERSON SPECIFICATION FOR MANAGER**

### **BACKGROUND**

Letchworth Educational Settlement (“the Settlement”) was established in 1920 and is an historic and important Letchworth Garden City institution. We are a registered charity whose objective is provide a centre for education, recreation and social activities open to all Members and visitors attending events in a friendly, accessible and supportive atmosphere. We specialise in arts and crafts and special interest courses, lectures, workshops and events. Most of our activities take place in a historic Letchworth building, although as a result of the COVID-19 pandemic we have started to move on-line too.

We also hire out our building, which includes a small theatre, to local organisations.

The Settlement is managed by a Management Committee of its trustees.

During the first COVID-19 lockdown the Settlement was forced to close and at that time it was felt that there was no alternative but to make all staff redundant. However, the Save Our Settlement Appeal was launched and support from the local community provided the resources needed for it to re-open in September 2020. In order to achieve this, we were fortunate to employ two former staff members as Manager and office administrator who knew the practical workings of the Settlement. These two members of staff have done a wonderful job in keeping the Settlement going in what have been difficult times, but they now feel it is time for others to take over and help us to deliver our vision for the Settlement’s future.

The post is a permanent one. We are also advertising for an office administrator to support the Manager. This administrator post will be a temporary one for six months so that the new Manager can evaluate resourcing requirements. There is also a part time administrator whose work includes setting up rooms and equipment for activities in the mornings and evenings and opening up in the evenings and weekend.

The closing date for applications is Tuesday 14 December and interviews will take place in the first two weeks of January 2022. We plan to invite applicants for interview before Christmas.

### **JOB TITLE**

The Manager, Letchworth Educational Settlement

### **REPORTS TO**

The Management Committee via the Chair, who will act as the post holder’s line manager. The post holder will also work closely with the Treasurer (accounting and financial matters) and the Secretary (governance matters).

### **JOB PURPOSE**

The post holder will be responsible for the efficient and effective running of the Settlement as a provider of a diverse range of adult educational and recreational activities, and third party hiring facilities. The post holder will also work closely with

the Settlement's Management Committee, advising them on, and implementing, the Settlement's agreed strategy.

### **WORKING ARRANGEMENTS AND SALARY**

The post holder will be based at the Settlement, 229 Nevells Road, Letchworth Garden City SG6 4UB. Working hours are 0900-1700 Monday to Friday. If additional hours are worked, these will be paid for or time off in lieu agreed.

Starting salary will be £29,000-£32,000 p.a. Salaries are reviewed annually.

Holiday entitlement: 25 days plus public holidays, to be taken outside of term time unless otherwise agreed.

Start date will be **1 March 2022** or earlier if possible.

There will be a probationary period of six months. Notice period will be three months.

### **KEY RESPONSIBILITIES**

#### **Delivery of Settlement activities**

- Researching, sourcing and managing a programme of courses, events and other activities
- Recruiting and liaising with tutors
- Managing registrations for activities and liaising with students
- Producing annual prospectus and other publicity material
- Regular promoting of current offer
- Evaluating course and event success
- Innovating ways to expand the Settlement's offering
- Widening and increasing audience
- Developing and supporting the Settlement's membership network
- Assisting with the Settlement's volunteer network and fundraising activities
- Fostering partnerships with other local arts organisations

#### **Delivery of third party hirings**

- Managing hirings to maximise income
- Liaising with hirers and ensuring their requirements are met
- Promoting Settlement's facilities

#### **Day to day management of the Settlement facilities**

- Managing the Settlement site, ensuring it is well maintained and secure, and complies with health and safety requirements
- Setting up and managing the Settlement's other facilities, including IT systems (including office software, database and website) and equipment
- Ensuring all other regulatory requirements relating to the Settlement's activities are met
- Supervising external contractors

#### **Staff management**

- Managing office administration staff and their workload

- Ensuring cover for office work
- Promoting staff well being

### **Accounting**

- Providing accounting and financial information to the Treasurer as required
- Invoicing users, paying tutors and suppliers and processing other transactions as agreed with the Treasurer

### **Reporting**

- Managing records to ensure information is accurate and up to date.
- Attending meetings of the Management Committee and its sub committees as required
- Providing regular reports to the Management Committee
- Assisting and advising the Management Committee on the Settlement's strategy.
- Liaising with the Secretary on governance related matters

### **Other**

- Other duties as agreed
- Complying with Settlement's policies and procedures

## **PERSON SPECIFICATION: ESSENTIAL KNOWLEDGE AND SKILLS REQUIRED**

### **Knowledge and experience**

- Educated to minimum A level or equivalent experience
- Interest in education and the arts
- Knowledge of venue management desirable
- Knowledge of adult education or equivalent setting desirable
- Knowledge of event management desirable
- Experience of accounting software desirable

### **Skills**

- Proven organisation/administrative skills
- Able to act on own initiative and to plan and manage workload
- Can do attitude
- Flexible and able to work under pressure
- Friendly and calm manner
- Attention to detail
- Excellent relationship management skills
- Able to communicate effectively with a wide range of stakeholders using appropriate media
- Staff management experience
- Excellent IT skills with ability to trouble shoot problems and experience of managing a database and website
- Innovative approach to finding solutions