

JOB DESCRIPTION (Draft)

Job Title	Business & Site Manager
Location	Wilderspin National School Museum, Barton upon Humber
Contract	0.4fte 2 years in the first instance
Pay	£24,000 pa pro rata
Responsible To	Chair, Queen Street School Preservation Trust

Purpose of Job

To manage the heritage site as a sustainable and high-profile visitor attraction and community resource.

Summary of Duties & Responsibilities

1. To oversee management and safe operation of the site comprising three buildings and Playground
2. To lead on premises hire and business tenancies compatible with the heritage value of the site as part of income generation, including marketing, service delivery, bookings and client liaison
3. To act as key representative of the Trust in the day to day management and administration of the site
4. To assist the Treasurer with the financial management of the heritage site including budget monitoring, fees & charges and record keeping
5. To monitor policies and procedures and their implementation, and assist with drafting new policies and procedures
6. To support the Trust's income generating activities including educational and group visits, events, compatible anchor tenancies, facility hire, shop sales, including educational and souvenir merchandise, to ensure the sustainability of the school
7. To assist with development of the heritage sites comprising the School and former Chapel to ensure sustainable use of the buildings compatible with their heritage value, including the support of a project development group which has responsibility for the restoration and re-use of the adjacent former chapel, and a possible community heritage project
8. To prepare written and verbal reports for monthly meetings of the Council of Management and assist the Council collate data for Annual Accounts and Reports
9. To help seek external funding in order to ensure the most efficient use of the Trust's resources and sustainability of the School
10. To actively seek opportunities to work in partnership with other appropriate organisations.

Personnel

11. To coordinate the Premises and Maintenance Groups and their work maintaining and servicing the buildings

12. To assist the Events & Marketing Group with use of the site for events
13. To assist the Treasurer maintain and report effective budgetary control, in conjunction with the Council of Management's Finance & General Purposes Group
14. To line manage the Caretaker and Administration Assistant
15. To assist the Joseph Wright Hall Project Development Group with restoration and refurbishment planning
16. To support the Chair of the Trust and the Volunteer Coordinator with all aspects of human resources relating to staff and volunteers (including recruitment & selection, issuing of contracts, staff development, performance reviews and training plans)
17. To undertake regular reviews with members of the Council of Management

Other contacts and relationships

- Volunteers
- Education staff
- Old School Canteen staff (tenant)
- South Bank Players (tenant)
- JD Creative (tenant)
- Customers & Suppliers
- Performers, artists, makers, organisations & galleries
- Local Authorities
- Local businesses
- Community & voluntary groups & organisations
- Grant funders

General

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time.

The post holder must carry out his/her duties with full regard to the Trust's policies and procedures.

Key objectives:

The Business & Site Manager will contribute in a number of areas, in collaboration with others:

- Ensure the Museum and its facilities are clean, safe and functioning for visitors, users and staff
- Monitor the performance and welfare of caretaking and office staff
- Revive use of the site by hirers following the Covid 19 lockdown and grow premises hire bookings revenue
- Maintain existing tenancies and expand where possible

- Draft, execute and monitor a Buildings Maintenance Plan
- Redisplay the Museum
- Finalise the restoration and refurbishment plans for the Joseph Wright Hall
- Improve access and heating system in Joseph Wright Hall (phase one)
- Install stage curtains in Joseph Wright Hall
- Implement, monitor and improve the Trust's business systems including administration, communication and finance systems
- Attract funding for the Joseph Wright Hall restoration project
- Contribute to make the organisation a happy place for volunteers and staff