

Centre Manager of The Beonna at All Saints

The Beonna Project

The Beonna at All Saints is an exciting new project which has been developed by Benington Community Heritage Trust (BCHT, registered charity 1121678). The project will conserve and adapt the closed church of Benington, All Saints to create a community and events centre which will also contain a community café and heritage centre. The new centre will be known as The Beonna at All Saints. All Saints is a Grade I listed medieval church of national significance which was closed for worship in 2003. The Beonna at All Saints is an innovative project that shows how a historic asset and important community building can be used to restore essential rural services and given a sustainable future. Conservation and adaptation work began in October 2017 and The Beonna will open in autumn 2018. The Trust is seeking to appoint a dynamic and entrepreneurial Centre Manager to lead the delivery of the Beonna business plan.

Job Purpose:

- To review the existing business plan;
- To recommend changes to the business plan where appropriate;
- To review existing policies and procedures and update them as necessary;
- To develop new procedures and policies as needed;
- To engage with project partners;
- To identify and engage with prospective user groups for The Beonna at All Saints;
- To create a programme which will maximise the use of the Beonna;
- To assist with the appointment of Beonna staff (a Development and Volunteer; Officer; a Café Manager, a Caretaker and sessional staff);
- To manage the Beonna.

Responsible to:

Benington Community Heritage Trust

Hours:

Full time (5 days a week)

Contract Length:

Three years with the possibility of an extension (subject to funding)

Salary:

£25,000 - £30,000 + NI and pension contributions

Key Tasks

1. Deliver the Beonna business plan and income targets

Working with BCHT and with the support of the Beonna Development and Volunteer Officer, and other staff once appointed, the postholder will review, develop and deliver the Beonna Business Plan, setting and agreeing priorities to deliver income targets and exploring new commercial opportunities for the site. S/he will:

- Secure new users of the building to help deliver the income targets in the Beonna Business Plan;
- Develop and deliver a commercial events programme that extends the opening hours of the Beonna;
- Set up and manage the community café and all other elements of the community hub;
- Lead the planning, negotiation, implementation and performance management of commercial activities at the Beonna;
- Update the Beonna Business Plan, establish an annual plan and operational budget for the Beonna;
- Control and monitor expenditure;
- Attend networking opportunities and build up local partnerships in support of the Business Plan;
- Develop the retail offer for the Beonna and lead on sales.

2. Operational Management

The postholder will:

- Develop systems, policies and processes to ensure best practice regarding building management (considering H&S requirements);
- Ensure organisational systems and kept up to date;
- Monitor and report on H&S issues and ensure compliance with best practice;
- Work with the Beonna landlord (Diocesan Board of Finance) to ensure the building is maintained on an annual basis;
- Act as the lead for facilities management contracts;
- Co-share Duty Manager role with Development and Volunteer Officer and Caretaker, responding to fire & intruder alarm calls as and when required.
- Review governance and management policies and procedures as and when required and make recommendations to BCHT for change;
- Set up and co-ordinate the Beonna advisory group to support BCHT with operational governance and management going forward.

3. Line Management and Volunteer Co-ordination

The postholder will:

- Lead the recruitment of the Beonna Development and Volunteer Officer, Café Manager, Caretaker and sessional staff (as required) and manage all posts;
- Undertake performance reviews at agreed frequencies;

- Review and update the volunteer plan and agree targets with Development and Volunteer Officer;
- Co-ordinate volunteer schedules to ensure site operability;
- Manage the Business Development apprentice.

4. Marketing and Communication

With the support of BCHT, the postholder will:

- Act as the lead spokesperson for the Beonna;
- Develop and deliver an effective marketing and communication plan for the Beonna;
- Update social media (Beonna website, Facebook account) and identify new opportunities to engage with social media.

5. Budget management and reporting

The postholder will:

- Manage the operational project cash flow;
- Prepare finance reports for BCHT, outline cash flow forecasts and performance against achieving Business & Activity plan targets and present these at Trustee meetings;
- Manage the process of grant claims and reports to external funders;
- Develop, implement and co-ordinate the collection of data in relation to the project evaluation framework and report against delivery.

Additional Information

Duty Manager

The Centre Manager will co-share the Duty manager role with the Development and Volunteer Officer and Caretaker. The Duty Manager will be responsible for responding to intruder and fire alarm activation within a 30 minute period.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors. All staff have a responsibility to manage risk within their sphere of responsibility

All BCHT employees are accountable, through the terms and conditions of their employment, and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

Data Protection

If you have contact with computerised data systems, you are required to process and/or use information held on a computer in a fair and lawful way. You are also required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

Person Specification

Requirement	Essential	Desirable
Experience		
1. At least 3 years' experience of running an enterprise, preferably within a charitable/social enterprise/heritage organisation.		X
2. Developing effective and competent Boards that are able to manage and sustain a community enterprise.	X	
3. Experience of commercial business development.	X	
4. Experience of achieving strategic and operational plans, with clear and challenging objectives.	X	
5. Experience of effective collaborative working with external partners and stakeholders and developing effective relationships.	X	
6. Demonstrable track record of securing income through new business.		X
7. Experience of working with volunteers and co-ordinating volunteer resource to support site operation.		X
Knowledge, Skills & Abilities		
8. General business knowledge in the areas of HR, marketing, PR, H&S, capacity planning and building, budget and financial management.	X	
9. Effective interpersonal, networking, communication, and presentational skills.	X	
10. Ability to take initiative and identify, priorities and plan activities necessary, managing many projects simultaneously and balancing conflicting demands.	X	
11. Excellent ICT skills and the ability to be self-sufficient in terms of administration.	X	
12. Good working knowledge of the area and familiarity with local community groups.		X
Other		
13. Willingness to undertake a BIIAB qualification and obtain a premise and alcohol license.	X	
14. Willingness to undertake a DBS check.	X	
15. Willingness to work evenings and weekends.	X	

Job Requirements

- A willingness to travel, using public transport as far as possible.
- Attendance at BCHT Trustee and other project meetings as and when required.

Key working relationships

You will be expected to work closely with BCHT, the Development and Volunteer Officer, Caretaker, Sessional staff, the Beonna advisory group, local partners, users of the Beonna, volunteers.

Job Contact for enquiries

Judy Crowe

BCHT Secretary

Email: jbc43@btinternet.com

Mobile: 07407 086 919

Process for applying

Please send a cover letter and CV outlining how you meet the criteria (please set out your experience and provide evidence of this in your application) by email to jbc43@btinternet.com

Deadline for applications

The deadline for applications is 12:00 Noon on Monday 12 February.

Interview date

Interviews will be held in Benington, Boston, Lincolnshire on Thursday 22 February 2018.

Post start date

As soon as possible.

Sites to consult

<http://www.beningtonallsaintschurch.co.uk/index.html>

<https://www.facebook.com/BeningtonAllSaints>