



Job Description

BECT Executive Manager

Reporting to: Barnham and Eastergate Community Trust (Charity No.1170248) Board of Trustees through the Chair of the Trustees

Responsible for: Barnham Hall Manager and Eastergate Hall Manager

Salary and Hours: £30 per hour for 20 hours per week (flexible working hours)

Main Aim of the role:

- To lead Barnham and Eastergate Community Trust (BECT) and develop it as a charity such that it continues to be a sustainable asset for the community of Barnham and Eastergate.
- Reporting to the Chair of Trustees this role delivers the objectives of the BECT Board of Trustees and provide management direction of all BECT's projects, programmes and operations including:
 - Developing and implementing strategies to promote BECT's mission and "voice".
 - Creating and delivering business plans for the attainment of goals and objectives set by the Board of Trustees.
 - Managing an effective team of staff and volunteers to deliver BECT's objectives.
- Work closely with other organisations, most notably Barnham and Eastergate Parish Council, to deliver real value and services to the community of Barnham and Eastergate

Main duties and responsibilities:

This role is principally a developmental and leadership role which will be high profile in the community of Barnham and Eastergate. Leadership will be founded upon:

- *Delivery and Board of Trustee agreement of a Business Plan (Strategic plan, fundraising plan and annual budget).*
- *Demonstration that the Business Plan has the commitment of BECT staff and is fully funded from income, reserves, and fundraising. Where there is appropriate financial risk demonstrate that the risk can be afforded in all scenarios.*
- *Demonstration that BECT is meeting all of its social enterprise objectives.*
- *Continue to develop the established strategic partnership with Barnham and Eastergate Parish Council (BEPC).*

In support of the leadership elements of this role duties and responsibilities include, but are not limited to, the following:

- *Operate within the annual budget and ensure management and HR policies are implemented and updated as necessary.*
- *Recruitment and management of all staff.*
- *Build relationships with key stakeholders in the Barnham and Eastergate community to advance the aims of the BECT.*
- *Maintain awareness of risks and changes in the external environment that affect BECT.*
- *Build an effective working relationship with the Chair of the Board of Trustees and other Trustees.*
- *With the Chair of Trustees, Responsible Finance Officer and Trust Secretary maintain a system of governance and ensure that BECT meets best practice in terms of governance.*

- *Supply regular reports to the Board of Trustees in respect of the operations of the Trust's Facilities (in particular the commentary on monthly financial activity reports and monthly Facility activity reports) in consultation with the Hall Managers.*
- *Ensure the organisation's staff and volunteers are focused on achieving the aims of the Trust and provide the appropriate support they may needed.*
- *Establish mechanisms for listening to the views of beneficiaries of the Trust's performance.*
- *Monitor potential sources of grant funding and where appropriate prepare and submit bids for relevant projects that support the Trust's Business Plan.*
- *Support the Hall Manager's in obtaining best value for money in terms of contracts for the operation of the two Halls.*
- *Establish a relationship with the Clerk of the Barnham and Eastergate Parish Council to ensure the Memorandum of Understanding and the Licence to Operate between the two organisations are regularly reviewed and updates as necessary.*
- *Ensuring annual appraisals and pay reviews are dealt with each spring and agreed with the Trustees and RFO.*
- *Ensure the License to Operate agreement with Barnham Community Hall with the BEPC Clerk is managed on an ongoing basis.*

Person Specification

Essential

1. *Educated to degree level and/or with substantial demonstrable experience of managing successful business/charitable development.*
2. *Ability to construct business plans and budgets, including financial forecasts and monitoring.*
3. *Experience of managing successful projects and service delivery, including securing funding sources from outside bodies.*
4. *Experience of managing/leading staff and understanding of Human Resources requirements.*
5. *Significant experience of resolving complex problems and issues.*
6. *Excellent interpersonal skills with the ability to build effective relationships with a variety of different people and organisations.*

Desirable

1. *Post Graduate qualification in management and/or related discipline associated with leading the development and delivery of a service or business.*
2. *Detailed knowledge of practices and procedures related to a community led service.*
3. *Having a track record of successful delivery of similar/related objectives in the not for profit sector.*
4. *Robust approach to governance, controls and definition/implementation of new processes.*