



**ANTI-APARTHEID
LEGACY**
CENTRE OF MEMORY & LEARNING

The Anti-Apartheid Legacy Trust (AALT)

Role Specification – Operations and Development Manager

Title: Operations and Development Manager

Contract Period: Fixed term to December 2026 (with intention to make permanent, subject to funding)

Days: 3 days a week equivalent

Contract type: Fixed Term

Salary: £34,000 per annum equiv.

Reporting to: Director

Funding: This role is part-funded by the National Lottery Heritage Fund (NLHF) through the AALC Delivery Phase, until December 2026 (TBC pending potential grant timeline revision).

About the Anti-Apartheid Legacy Trust (AALT)

The Anti-Apartheid Legacy Trust (AALT) preserves and activates the history of the global movement against apartheid, with a particular focus on Britain's role and its connections to Southern Africa's struggle for freedom. Through exhibitions, education, research, and community engagement, AALT works to ensure this history is accessible, relevant, and meaningful to contemporary audiences.

Opening in 2026, the Anti-Apartheid Legacy Centre (AALC) will be Europe's first venue and engagement platform dedicated to unlocking the heritage of Britain's central role in the international anti-apartheid struggle – one of the most influential, Black-led social movements of the 20th century. Located at 28 Penton Street, a newly restored historic site that once served as the African National Congress-in-exile's HQ, the AALC will create a permanent space for this history in the UK.

Our vision is to empower communities today through unlocking the heritage of anti-apartheid, exploring how solidarity and anti-racism can change the world.

Purpose of the Post

The Operations and Development Manager is a senior leadership role at AALT, responsible for ensuring the organisation's operational effectiveness, financial stability, and long-term sustainability.

They will join at a pivotal and exciting moment for the organisation, as AALT prepares to open the Anti-Apartheid Legacy Centre (AALC) at Penton Street and transition into a newly restored and developed building, establishing operations and embedding a resilient and ambitious model for the future.

Working in close collaboration with the Director, the postholder will have strategic oversight of finance, HR, governance, fundraising, and day-to-day operations, while also taking direct responsibility for delivering key operational, financial, and income-generating activity.

This is a hands-on leadership role requiring both strategic oversight and active delivery. The postholder will lead on financial and operational management, co-develop and drive fundraising activity, and ensure that the organisation's systems, processes, and resources are robust, effective, and fit for purpose.

The role will also take responsibility for venue management during the early stages of the AALC opening, before transitioning to line management of dedicated venue staff as the organisation grows.

Key Areas of Focus

1. Operations & Venue Management

- Take responsibility for venue management in the early stages of the AALC opening, working alongside the Director to establish smooth, efficient, and well-managed day-to-day operations.
- Lead on the day-to-day running of facilities, hires, and venue use, ensuring high standards across front-of-house, systems, and operational delivery.
- Actively drive income generation through venue operations and commercial activity.

- Oversee the AALC estate, facilities, IT systems, and equipment, developing and implementing strategies for maintenance, servicing, and investment.
- Lead implementation of the Management and Maintenance Plan and key operational elements of the Business Plan.
- Oversee procurement, contracting, and compliance with sector regulations and organisational policies.
- Line-manage staff and contractors working across operations, finance, facilities, and (in time) venue delivery.

2. Relationships & Representation

- Work closely with the Director to represent AALT externally and internally, deputising as required.
- Build and maintain strong relationships with funders, donors, partners, and stakeholders.
- Support organisational reporting and evaluation processes, including input into funder reports and impact measurement.

3. Fundraising & Development

- Co-develop, with the Director, a robust and ambitious fundraising strategy spanning trusts and foundations, statutory funders, corporate partnerships, legacy giving, and private donors.
- Take an active role in delivering this strategy, including prospect research, proposal writing, and applications, working alongside the Director and/or any external fundraising support.
- Support the cultivation and stewardship of funder and donor relationships.
- Develop and grow sustainable income streams across both fundraising and commercial activity.
- Ensure all fundraising activity is ethical, values-driven, and aligned with AALT's mission.

4. Finance & Strategic Planning

- Lead on financial management across AALT and the AALC, including budgets, cashflow, audits, and reporting to the Director and Board.

- Review, redevelop, and update the Business Plan to ensure it remains relevant, ambitious, and achievable.
- Work with the Director to oversee and implement funder reporting and grant management, ensuring compliance with NLHF, GLA, and other funders.
- Develop and monitor KPIs and SMART objectives to track organisational and financial performance.
- Maintain and evolve rigorous financial systems, policies, and controls.

5. Governance, HR & Policy

- Ensure AALT upholds robust financial, HR, and operational systems and policies, reviewing and updating as needed.
- Lead on the development and implementation of HR processes, including contracts, policies, and staff systems as the organisation grows.
- Support the Director and Board by preparing reports, documentation, and papers for Trustee and subcommittee meetings.
- Ensure compliance with charity, company, employment, safeguarding, data protection, health & safety, and all relevant legislation.

Person Specification

Essential

- Proven track record in fundraising (trusts/foundations, statutory funders, corporate giving and/or individual donors) and managing donor/funder relationships.
- Demonstrable financial management experience, ideally within a charity, heritage, or cultural setting.
- Strong experience of business planning, budgeting, and cashflow management.
- Experience of operational delivery and organisational management in a complex or growing organisation.
- Knowledge of fundraising and income generation across multiple streams.
- Proven ability to ensure compliance across HR, governance, and legal areas.
- Experience working with Boards and preparing reports.
- Excellent organisational, communication, and time management skills.
- Commitment to racial and social justice.

Desirable

- Experience of reviewing and updating Business Plans for similar-scale organisations.
- Experience of developing corporate partnerships or donor programmes.
- Experience of venue, facilities, or operations management.
- Experience line-managing staff or contractors.
- Knowledge of the heritage/cultural sector funding landscape.
- Familiarity with financial/project management software.

Further information

This is a **hands-on, delivery-focused role**. The postholder will be expected to work collaboratively and proactively with the Director and within a small team, taking a central role in readying the AALC for opening and transition to operation of a venue.

We are open to shaping the scope and time commitment with the right candidate, depending on experience and approach.

To apply, please send your CV and a short covering letter (no more than one page) outlining relevant experience via the Charity Jobs website portal by midnight on 22nd May.

We will contact shortlisted candidates to discuss next steps.