

## **GASWORKS MANAGER, Sudbury Gasworks, Derbyshire**

### **Job Details**

<b>Job Title:</b>	Gasworks Manager
<b>Salary:</b>	£24,000 pro rata (0.6FTE 22.5 hours/week)
<b>Contract Length:</b>	Fixed term contract until September 2023
<b>Responsible to:</b>	Chair of Trustees - Sudbury Gasworks Restoration Trust Ltd (SGRT)
<b>Responsible for:</b>	Volunteers (via Volunteer Team Leaders) and the Volunteer Caretaker
<b>Location:</b>	Office in Sudbury, Derbyshire, with occasional home working

### **Background**

SGRT was incorporated as a Company Limited by Guarantee in February 2014. In April 2015, it received charitable status and has since been operating as a Building Preservation Trust. The Trust has six Directors and over twenty active volunteers.

Sudbury Gasworks was built in 1874. Attributed to George Devey, the building is Grade II listed and has been on the District Council's risk register for over 25 years.

In December 2019, SGRT were awarded a £1.4m National Lottery Heritage Fund grant to restore and develop the building to create a space for the local community. The project, 'Rescuing and Restoring Sudbury Gasworks' has now commenced, with additional match funding in place from others including the Pilgrim Trust, The Association for Industrial Archaeology, the Historic Houses Foundation and the Derbyshire Dales CVS.

Sudbury Gasworks, which is expected to open by the end of 2021, will be used for a variety of purposes; meeting the twin aims of providing community benefits and creating income streams to support the ongoing maintenance of the site.

A freelance Project Manager has been commissioned by SGRT to oversee the capital works phase of the project (for approx. one day/week) and they will be a key point of contact for the Gasworks Manager until the building opens.

Please note that SGRT also welcomes applications from those who wish to work flexibly and the hours can be negotiable for the right candidate.

For further information, please visit SGRT's website: [www.sudburygasworks.com](http://www.sudburygasworks.com)

## Purpose of the Job

Sudbury Gasworks is to be re-developed during 2020/21. Sitting at the heart of Sudbury Parish, the venue will offer a drop-in heritage space, a large circular hall (to accommodate hires and weddings), an exciting activities programme for all and landscaped grounds and parking.

Sudbury Gasworks Restoration Trust is now seeking to appoint a dynamic and entrepreneurial Gasworks Manager to lead the delivery of their business and activity plans and ensure the future sustainability of the organisation.

The post holder will have overall responsibility for delivering the project Activity Plan including volunteering, community engagement and learning.

The post holder will be responsible for the management, promotion and development of this new, unique and vibrant community heritage venue.

They will lead on the recruitment, training and induction of volunteers who will support the project delivery and day to day operations.

## Main Duties and Responsibilities

### 1. Deliver the SGRT business and activity plans

Working with lead trustees and with the support of the Finance and Admin Officer, the post holder will review, develop and deliver the SGRT Business Plan to maximise the income Sudbury Gasworks can generate through its activities and services.

S/he will:

- Deliver existing projects and develop and evaluate new projects for the gasworks, which will engage target audiences
- Develop and support the evaluation of the programme of activities as outlined in the project Activity Plan
- Secure new users of the building to help deliver income targets
- Work with the necessary facilitators and undertake performance management of commercial activities at Sudbury Gasworks
- Update the Sudbury Gasworks business plan.
- Establish an annual plan and operational budget
- Control and monitor expenditure
- Build up local partnerships that can be developed into new business ventures in support of the business plan
- Contribute to fundraising activities

## **2. Operational Management**

- Ensure organisational systems are kept up to date
- Arrange for the site to be maintained and kept to a good standard of repair
- Review governance and management policies and procedures as and when required and make recommendations to SGRT for change
- Set up and co-ordinate the Sudbury Gasworks Operational Group to support SGRT with operational governance and management going forward

## **3. Line Management and Volunteer Co-ordination**

- Lead on the recruitment of the volunteer Caretaker and sessional staff (as required) and supervise these positions
- To be responsible, with the voluntary Volunteer Group Leaders, for volunteer recruitment, induction and training
- To work with the voluntary Volunteer Group Leaders to co-ordinate volunteers and create a culture of inclusion for volunteers

## **4. Publicity and Promotion and Communications**

With the support of the Project Manager, lead trustees and volunteers, the post holder will:

- Act as the key spokesperson for Sudbury Gasworks and as a conduit for the local community to communicate their views
- Develop and deliver an effective marketing and communications plan for Sudbury Gasworks
- Update social media, including the website, in conjunction with volunteers
- Support the Project Manager and trustees with the appointment of interpretation and branding consultants to deliver interpretation materials and create a new brand for Sudbury Gasworks

## **5. Budget Management**

Once the building is open, with the support of the Treasurer and the Finance and Admin Office, the post holder will:

- Manage the operational project cash flow
- Prepare finance reports for SGRT, outline cash flow forecasts and performance against achieving Business and Activity plan targets and present these as necessary at trustee meetings
- Manage the process of grant claims to external funders, as necessary
- Once the Project Manager role ends, prepare update reports to external funders, as necessary

## **Additional Information**

### **Health and Safety**

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974) and ensure that agreed safety procedures are carried out.

### **Information**

The fixed term contract duration is until September 2023. The role requires flexibility and it will be necessary to work some weekends and evenings.

Please note that the working hours can be negotiable for the right candidate.

The General Data Protection Regulations (2016/679) apply. The postholder will be required to process and/or use information held on a computer in a fair and lawful way. He/she will also be required to hold data only for the specific registered purpose and not to use or disclose it in any way incompatible with such purpose.

### **Application Process**

To apply please provide the following:

- A detailed CV
- A personal statement, detailing expertise and experience in relation to the Person Specification and Job Description
- Details for two references

**Please email the Project Manager, Lucy Godfrey (details below), by 5pm on Thursday 9<sup>th</sup> April with this information. Interviews are expected to be held in Sudbury during the week commencing the 20<sup>th</sup> April - likely to be the 24<sup>th</sup> April.**

For any queries and questions, please contact Lucy:

Lucy Godfrey

07793117285

Lucy.godfrey@rocketmail.com

## Person Specification

Requirement	Essential	Desirable
<b>Experience:</b> At least 1.5 years' experience of running a similar enterprise, ideally within a heritage/charitable organisation.		X
Experience of commercial business development.		X
Experience of effective collaborative working with external partners and stakeholders.		X
Experience of recruiting and managing volunteers.	X	
Experience of managing budgets	X	
<b>Knowledge, skills and abilities:</b> General business knowledge in the areas of HR, marketing and comms, compliance and financial management.	X	
Effective interpersonal, networking and presentational skills.	X	
Ability to take initiative and identify, prioritise and plan activities; balancing conflicting demands.	X	
Ability to lead, motivate and support others.	X	
Excellent ICT skills.	X	
Good working knowledge of the area and familiarity with local community groups.		X
Proven commitment to equality and diversity.	X	
Understanding of the challenges of working within historic buildings.	X	
Ability to take initiative, identify priorities and plan activities; managing several project elements simultaneously and balance competing demands.	X	
<b>Other:</b> Willingness to undertake a DBS check.	X	
Willingness to work flexibly according to the needs of the organisation, including occasional work outside core hours	X	