



## **BUSINESS DEVELOPMENT & OPERATIONS MANAGER**

**Sudbury Gasworks, Derbyshire, DE6 5HZ**

### **Job Details**

<b>Job Title:</b>	Business Development and Operations Manager
<b>Salary:</b>	£ 25,480 pa
<b>Hours:</b>	35 hours/week
<b>Employment:</b>	Full time, permanent employed position
<b>Responsible to:</b>	The Business Development Committee
<b>Responsible for:</b>	• Business development • Staff management • Wedding coordination including on the day staffing • Finance and Administration
<b>Location:</b>	Office in Sudbury, Derbyshire, with occasional out-of-hours working and up to 20% working from home.

### **Background**

Sudbury Gasworks Restoration Trust (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 eleven trustees and over twenty active volunteers.

Sudbury Gasworks was built in c.1874. Attributed to George Devey, the building is Grade II listed and, prior to restoration works, had been on the District Council's 'buildings at 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 aim is to involve the public in all aspects of its work, so the heritage of the gasworks and the wider parish can be enjoyed and shared.

The capital works are due to complete at the end of March 2023, with the building expected to open to the public by May 2023. The National Lottery Heritage Fund funding ends in July 2024, therefore, a diversification of income streams is essential for future sustainability and success. The building 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.

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



## **Purpose of the Job**

Sitting at the heart of Sudbury Parish, The Gasworks 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 driven, dynamic and target orientated Business Development and Operations Manager to lead the strategic delivery and development of their business plans and ensure the future success of the organisation.

The post holder will have overall responsibility for the generation of earned income and will build support for this throughout the organisation. They will do this within the context of SGRT's remit and charitable purpose, which is to provide a community facility for the parish. They will work closely with the Gasworks Manager, who is responsible for the day-to-day management of the site, community engagement, educational and heritage delivery, management of volunteers and fundraising.

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

## **Main Duties and Responsibilities**

### **1. Deliver the SGRT business plan including leading on stakeholder management, engagement, and growth**

Working with the Business Development Committee and with the support of the Gasworks Manager, 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:

- Oversee and manage the business pipeline from enquiry to delivery
- Identify and implement new revenue opportunities
- Develop and maintain internal procedures to organise and maximise business opportunities
- Prepare regular reports for funders and be the key contact for the National Lottery Heritage Fund representatives

### **2. Line Management**

The postholder will lead a small team.



### **3. Wedding, event and conference management and coordination**

The postholder will be the nominated official contact for weddings and other high-profile events. S/he will be expected to lead on the bookings, contracts and invoicing associated with such events, with support from the Gasworks Manager.

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

The postholder will lead on the development and delivery of the marketing plan for the charity.

S/he 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 the Gasworks Manager, PR director and volunteers
- Ensure the Sudbury Gasworks brand guidelines and communications messaging are always adhered to

### **5. Financial Management**

Once the building is open, with the support of the Finance Committee and the Gasworks Manager 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
- 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 role requires flexibility, and it will be necessary to work weekends and evenings.

The postholder will be expected to be the designated premises supervisor (and hold a personal licence) for the site. They must be the 'nominated official'- present at all civil ceremonies (unless delegated to the 'named second').



They will be responsible for ensuring ceremonies are conducted legally and in within the terms of the wedding licence.

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 (see page 5) and the Job Description
- Details for two references

**Please email, Karen Kirby, HR Trustee (details below), by 5pm on Thursday 9<sup>th</sup> February with this information. Interviews are expected to be held in Sudbury on Monday 27th February.**

For any queries and questions, please contact Karen Kirby:  
**HR@sudburygasworks.com**

*Please see page 5 for the Person Specification.*

## Person Specification

Requirement	Essential	Desirable
<b>Experience:</b> At least 1.5 years' experience of performing a similarly entrepreneurial role, 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	