

# Armstrong Hall Trust

## Hall Project Manager Job Description

### Information about the Armstrong Hall

Based in the market town of Thornbury, just north of Bristol, the Armstrong Hall provides a unique hub for the arts, culture and heritage serving Thornbury and the surrounding area.

Existing facilities include the Armstrong Hall with stage and seating for 325 people, the historic Cossham Hall with seating for 125, kitchen, bar, backstage and smaller meeting rooms. The town's popular local museum is also based on the site, which is independently run and managed.

The Armstrong Hall complex caters for a wide range of users and uses including drama groups, dance and exercise classes, music, arts, flower arranging, luncheon clubs as well as private hire functions.

It is home to a community based cinema and popular events include the annual Pantomime, productions by various groups, the two week long Arts Festival and the Horticulture Show, regular dances and musical performances.

We have ambitious plans to redevelop and refurbish the site as the town's population grows and to provide a venue fit for the 21st Century.

### Information about the role

We are currently looking to recruit a Manager to head the team focused on redeveloping the Armstrong Hall Complex. This is an exciting opportunity for a high calibre individual to join and head the team. This role presents an excellent opportunity for a proactive individual to take responsibility for overseeing project management services on the delivery of the new Armstrong Hall redevelopment.

- To support business objectives of delivering value for money in all circumstances and carry out assigned duties efficiently and in accordance with recognised processes and procedures
- Comply with established procurement and contractual strategies
- Take personal responsibility for complying with Environmental, Health, Safety, Security and Quality Standards

In addition, the postholder is responsible for the operational management of the Armstrong Hall complex and Trust Assets and for managing the process of the redevelopment of the Hall.

They will be responsible for managing the Hall Supervisor who in turn manages a small team responsible for the smooth running of the hall and its maintenance. The Hall is supported by some Town Council Staff with bookings and financial matters, so the post holder will need to work closely with these staff and their managers.

The postholder will need to be able to commission and manage contracts with professional advisors for the delivery of a new Hall for the Community. Overseeing the redevelopment project and working with key stakeholders.

The postholder will report to the Project Board, which is likely to consist of the Armstrong Hall Trust Chair, the Chair of the Hall Management Committee and the Chair of the Hall redevelopment working group and any other trustee who they feel is required. They will be required to work closely with and liaise with the Town Clerk of the Town Council who are the Sole Trustee for the Armstrong Hall trust.

This is a full time role, normally 37 hours a week. Regular hours will be confirmed with the postholder on appointment.

The postholder will be paid £35,934 to £38,813 (SP33 to 36), depending on skills, experience and successful completion of a probationary period and includes entitlement to join the local government pension scheme. The role will be subject to the completion of a satisfactory probationary period of three months.

The postholder will be required to hold a Personal Licence and act as the Designated Premises Supervisor for the hall complex, responsible for the day to day management of all licensable activity such as the sale of alcohol, public entertainment and performances. If the applicant is not a personal license holder training will be provided.

As this role may involve contact with children and other vulnerable adults, the postholder will be subject to satisfactory DBS checks.

## **Main Duties and Responsibilities**

The Hall Manager will advise the Trust on and assist in the formation of overall policies to be followed in respect of the Trust activities and in particular to produce all the information required for making effective decisions. The person appointed will be responsible for the management of staff, resources and assets and will take the lead on the Trust's major projects.

## **Strategic Responsibilities**

To manage the day to day operation of all the Trust's assets.

To manage professional support contracts and oversee the redevelopment plans.

To review and recommend a way forward for the Trust's governance and structure.

To monitor the policies of the Trust to ensure their effectiveness, reviewing and revising as necessary.

## **Staff Responsibilities (see separate staff structure)**

To line manage other members of staff in keeping with the policies of the Trust which includes both direct and indirect supervision.

To ensure effective delegation and allocation of responsibilities and activities to members of staff.

To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.

To undertake all the necessary activities in connection with the recruitment of staff, the management of salaries and conditions of employment.

To advise Trustees on staffing and the staff structure as necessary in order to meet the objectives of the Trust.

## **Statutory Responsibilities**

To ensure that all statutory and other provisions governing or affecting the running of the Trust are observed.

To advise the Trust in relation to its legal obligations including those as an employer and a service provider, and in relation to Health & Safety

To alert Trustees to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to members on such matters as required.

## **Financial Responsibilities**

To support the work of the Responsible Finance Officer of the Council and ensure effective liaison for the trust finances takes place.

To ensure that the Trust's annual budget is set and managed.

To identify sources of external funding for projects and partnership work. To carry out the necessary research to write and submit funding bids to grant making organisations, including partners and/or stakeholders as required.

To manage and oversee the arrangements for ensuring quotations, tenders and contracts are issued in accordance with legislation.

## **Asset Management Responsibilities**

To oversee the management of the Trust's property portfolio which includes the Armstrong Hall Complex, Museum, Bakery Annex and Miss Saice's Cottage.

To ensure that the Trust has a programme of planned maintenance and inspection and that all statutory duties of a service provider, property owner and landlord are fulfilled.

To ensure that the appropriate terms and conditions, policies and agreed working practices for the hire of facilities are in place and that the Trust provides a high quality of service for its customers.

To act as licensee and designated premises supervisor for Trust run properties.

## **Administrative Responsibilities**

To review and update the constitution of the Trust

To ensure that the Trust's policies are reviewed regularly and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.

To ensure the efficient running of the Trust, reviewing processes and procedures and updating where necessary, making best use of appropriate technology.

To recommend when external specialist advice is needed and to ensure that the information is placed before the Trust in advance of making decisions

To ensure the proper maintenance and safe custody of all Trust records, deeds and documents.

To be the point of contact for emergency calls relating to Trust property and services.

## **Communications**

To act as the Trust's representative as required, including attending meetings with key stakeholders and promoting the Trust within the local community.

To represent the Trust to members of the public and ensure that enquiries are dealt with sensitively and diplomatically.

To prepare press releases about the activities of the Trust and to respond to ad hoc enquiries from the press, acting as Trust Spokesperson and making press statements as required.

To support the Trustees of the Armstrong Hall Charitable Trust, offering advice, assistance and practical help to ensure that they operate in an efficient manner and fulfil their commitments as a Charity.

To attend and service meetings of the Hall Management Committee, Hall Advisory Committee, Redevelopment Working Group and any other groups or Committee's as necessary and appropriate.

## **Projects**

To lead on the redevelopment project and manage all the redevelopment process.

To have an overview of all Trust projects and to take the lead on managing Trust projects, overseeing project plans and resources, and ensuring that appropriate progress monitoring and reporting measures are in place.

To carry out and complete funding applications and fundraising activities.

## **Other Responsibilities**

To undertake such other responsibilities and functions as may be required from time to time by the Trust, commensurate with the duties and responsibilities of the post.

## Person Specification

| Qualifications  | Essential | Desirable |
|---|-----------|-----------|
| Educated to degree level or equivalent  |           | ✓         |
| Educated to at least A level or equivalent,   | ✓         |           |
| A recognised qualification in Management and Leadership and or facilities management              |           | ✓         |
| A recognised qualification in Project Management  | ✓         |           |
|   |           |           |
| <b>Knowledge &amp; Skills</b>   |           |           |
| Excellent written and oral communication skills   | ✓         |           |
| Strong analytical skills  | ✓         |           |
| General administration skills   | ✓         |           |
| Project Management skills   | ✓         |           |
| Ability to manage and implement change  | ✓         |           |
| Ability to communicate complex issues to a range of audiences including non specialists           | ✓         |           |
| Ability to anticipate future needs as well as deliver on current priorities                       | ✓         |           |
| Use of IT systems including Microsoft Office  | ✓         |           |
| Knowledge of Social Media   |           | ✓         |
| Ability to build effective working relationships with Trustees, staff and a range of stakeholders | ✓         |           |
| Experience of working on large building projects  |           | ✓         |
| Knowledge of current employment and Health and Safety legislation                                 | ✓         |           |
| Practical experience of charity financial and operational procedures                              |           | ✓         |

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|--|---|---|
| <b>Work Experience</b>   |   |   |
| At least 3 years experience in a similar role  | ✓ |   |
| Experience of a leadership role in a complex organisation  | ✓ |   |
| Experience of managing a property portfolio  | ✓ |   |
| Procurement of goods and services within predetermined budgets                                   | ✓ |   |
| Experience of building management and maintenance  | ✓ |   |
| Managing and developing staff  | ✓ |   |
| Leading a team, inspiring and empowering colleagues  | ✓ |   |
| Developing solutions to a range of practical and technical problems                              | ✓ |   |
| Experience of working in a successful customer service environment                               | ✓ |   |
| Independent decision making, applying judgment to refer decision making where necessary          | ✓ |   |
| Acting in an advisory capacity to non executives   | ✓ |   |
| Previous experience of running a community building, theatre or other similar visitor attraction |   | ✓ |
| <b>Behaviours and Characteristics</b>  |   |   |
| Focussed on solutions rather than problems   | ✓ |   |
| Ability to work flexible hours including evenings and weekends where required                    | ✓ |   |
| Ability to inspire confidence in key stakeholders  | ✓ |   |
| Ability to motivate and inspire staff to drive up standards                                      | ✓ |   |
| Hold a full driving licence  |   | ✓ |
| Strong interpersonal, negotiating and mediating skills   | ✓ |   |
| Confident in speaking and presenting in public   | ✓ |   |

|   |   |   |
|---|---|---|
| Energy, enthusiasm and commitment   | ✓ |   |
| Personal licence holder   |   | ✓ |
| <b>Professional Skills</b>  |   |   |
| Management and preparation of key stage report from feasibility through to completion and post-handover |   | ✓ |
| Preparation of various construction/master programmes   |   | ✓ |
| Management of meetings, taking and preparation of minutes   | ✓ |   |
| Preparation of progress reports and presentation at monthly client meetings                             | ✓ |   |
| Running a £1M + competitive tender process, including managing queries from tendering contractors       | ✓ |   |
| Assistance with the preparation of contract documents   |   | ✓ |
| Management of multi-disciplinary project teams  |   | ✓ |
| Working knowledge of various forms of building contracts  |   | ✓ |
| Experience of Administering building contracts  |   | ✓ |
| Contract Administration experience  | ✓ |   |