

## JOB DESCRIPTION



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<b>Job Title</b>	Arts Centre Manager
<b>Team</b>	West
<b>Location</b>	St Swithun's Church, Worcester
<b>Reports to</b>	Head of Region, West
<b>Salary</b>	£28,700 per annum
<b>Duration</b>	Permanent
<b>Normal Working Hours</b>	Full time, 36 hours net per week (incl. evenings and weekends)

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The Churches Conservation Trust (CCT) is the national charity caring for historic churches at risk. As the operator of the third largest heritage estate in charitable ownership in the UK, our 356 historic churches include examples of irreplaceable architecture, archaeology and art from 1,000 years of English history.

CCT has an international award-winning reputation in heritage conservation and regeneration. All churches in our care are listed, mostly Grade I and II\*, and some are Scheduled Ancient Monuments.

Without our care, these buildings might have disappeared entirely. Instead, they are enjoyed as social, tourism, educational and cultural resources, kept open, in use, and living once again in the heart of their communities.

### **Sound & Art at St Swithun's**

Sound & Art at St Swithun's (SASS) is a £2.8M National Lottery Heritage Fund grant funded project to create an exciting arts space and distinct venue for hire in the heart of Worcester city centre. The Grade I listed church is being transformed through repair, conservation and adaptation, giving it a new lease of life. SASS is planned to launch this Spring.

SASS aims to establish itself as a major player in the city's cultural mix delivering programmes including:

- performances, concerts, recitals and arts events
- learning and engagement work
- activities that support emerging practitioners in 'sound and art' develop their practise
- activities that will interpret the building, the people who used it and the heritage of the surrounding area in exciting and accessible ways.

Delivery of these ambitions are reflected in the SASS business plan that is core to the success of this project and establishing a sustainable future. The SASS Arts Centre Manager will be instrumental in driving the business plan, programming of the venue, responding to community need and developing strategies to maximise site use and income generation.

## **Overall job purpose**

A key member of the SASS project team, the Arts Centre Manager will be joining the project as it opens its doors to visitors and audiences.

Immediate priorities for the Arts Centre Manager will include: launching the venue, reviewing the business plan, curating and planning a programme of performances, concerts, recitals and events and familiarisation with the approved purposes of the grant awards and associated activity plans.

## **Key relationships**

You will manage the SASS Engagement Officer, a Caretaker, volunteers and a Business Administration Apprentice.

You'll also work closely with a range of CCT teams, including West regional team, the Regeneration team, Centre Managers Group and the Finance and HR teams.

## **Key duties and responsibilities**

### **1. Delivery of SASS operational plans: business; engagement; learning and marketing.**

With the support of the SASS Engagement Officer the postholder will review, develop and deliver the SASS operational plans, setting and agreeing priorities to deliver targets. You will:

- Lead on the programming of the venue, planning the activities to be delivered
- Develop new and creative partnerships, with organisations in the cultural, arts, educational, entertainment and hospitality sectors
- Develop and deliver a commercial events programme that extends the opening hours of St Swithun's
- Explore new opportunities for the site
- Attend networking opportunities and build up local partnerships
- Lead sales and marketing for the site

### **2. Operational Management**

With the support of the West Regional Team and the Conservation Team, the postholder will:

- Ensure CCT's policies and procedures are followed and develop new systems, as required to ensure best practice regarding building and operational management
- Ensure organisational systems are followed
- Monitor and report on H&S issues and ensure compliance with CCT standard practice;
- Upload data into CCT's information management systems (ThankQ, Cascade, aCloud, etc.)
- Ensure the building is maintained on an annual basis
- Act as the lead for facilities management contracts
- Manage the duty manager rota and act as duty manager when required

### **3. Team Management**

The postholder will ensure the team at SASS are fully motivated, trained and supported to fulfil their roles and will:

- Recruit, manage and develop the staff and volunteer roles, including sessions staff
- Develop the volunteer plan and agree targets with the SASS Engagement Officer
- Co-ordinate volunteer schedules to ensure site operability

### **4. Budget management and reporting**

The postholder will:

- Manage the project cash flow
- Prepare finance/ business/ activity reports for the Head of Region
- Manage the process of grant claims to external funders
- Prepare update reports to external funders

### **5. Project evaluation**

The postholder will:

- Report to funders and the CCT senior management team on project progress
- Prepare and disseminate evaluation material
- Work with the SASS Engagement Officer to co-ordinate the collection and collation of feedback
- Prepare bi-monthly reports outlining delivery against project KPIs

**N.B.** This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

## Person Specification: Arts Centre Manager

### Section 1. Essential Criteria

	Essential Criteria	How this will be assessed
1	Strong, demonstrable track record of running an enterprise, preferably within a charitable/social enterprise/heritage organisation.	A, I
2	Experience of commercial business development.	A, I
3	Experience of delivering commercial strategic and operational plans, with clear and challenging objectives.	A, I
4	Experience of effective collaborative working with external partners and stakeholders and developing effective relationships.	A, I
5	Experience of working with volunteers and co-ordinating volunteer resource	A, I
6	Experience of planning a programme of performances, concerts, recitals and events	A, I
7	Effective interpersonal, networking, communication, and presentational skills.	A, I
8	Ability to take initiative, identify priorities and plan activities,	A, I
9	Ability to manage many projects simultaneously and balance conflicting demands	A, I
10	Excellent ICT skills and the ability to be self-sufficient in terms of administration.	A, I

### Section 2. Desirable Criteria

	Desirable Criteria	How this will be assessed
1	Good working knowledge of the area and familiarity with local community groups.	A, I

### Information on assessment methods

Code	Assessment method	This means...
A	Application	You need to provide examples and evidence as to how you meet this criteria in your application.
I	Interview	You will be asked competency based questions around this criteria at interview.
T	Test	This could be an ability test or group exercise assessing you against the criteria.
P	Presentation	You will be asked to prepare or give a presentation to demonstrate against this criteria.

## **Selection criteria**

The candidates who appear from their application to best meet the person specification criteria will be invited to interview. It is therefore essential that your application gives a full but concise description of the nature, extent, and level of the responsibilities you have held. The shortlisting criteria are detailed under the personal specification. Please ensure that you address each of the areas that are to be assessed in your application. Applications by CV only will not be accepted.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

We are not a licenced sponsor at this time. Any offer of employment will be made subject to valid right to work in the UK being provided.

## **Employee benefits**

As well as a salary of £27,000 per annum, we offer:

- Membership of the Civil Service Pension scheme
- 27.5 days annual leave provision, rising 30 days after five years' service and 33 days after ten years
- flexible working arrangements
- home working allowance for home-based staff
- life assurance through the Civil Service Pension scheme
- learning and development opportunities
- enhanced parental leave arrangements
- a free and confidential employee assistance programme
- season ticket loans and cycle to work scheme
- 20% staff discount on Champing at CCT sites

## **Applications**

If you would like to apply for this role, please select the red Apply Now button where you will be redirected to our online recruitment system. You'll be asked to submit a CV and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post.

### **[APPLY NOW](#)**

If you have any queries about this role, or if you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please email [recruitment@thecct.org.uk](mailto:recruitment@thecct.org.uk).

The closing date for receipt of applications is **9am on Thursday 3 February 2022**

Please note there is a two-stage interview process. Shortlisted candidates will be invited to attend a familiarisation visit at **12.30-14.30** on **Wednesday 16 February 2022** in Worcester. This will be followed by a formal panel interview on **Friday 18 February 2022** via Zoom.

Please note that the interview dates have been specifically chosen according to the availability of the panel.