



PAVILION MANAGER, PENARTH PIER PAVILION

Salary £28000 (to be reviewed after 6 months)

Probation Period 6 months

Job Description and Person Specification

THE PIER PAVILION

The Pier Pavilion is an iconic building leased by Penarth Arts and crafts Limited (PACL), a registered charity, from the Vale of Glamorgan Council. The building was fully restored and redesigned with the aid of Lottery funding in 2013/2014. The building provides first class facilities for visitors, local organisations and the community at large. PACL also trades through a trading subsidiary, Penarth Pier Pavilion Limited (PPP)

The Pavilion Manager is a management position reporting to the PACL Board of Trustees and the Board of PPP. The Manager will be expected to attend Board meetings as required.

The post is based at the Pavilion and the post holder will need to live within reasonable travelling distance of the office.

The post is a full-time employed position based on core working hours of 35 hours per week. The Pavilion opens at weekends and the Manager will be expected to be flexible and attend weekend events as necessary.

The Pavilion Manager will be responsible for delivery of the Pavilion's business plan including financial planning, legal management of the charity, relationships with key stakeholders and funders, fundraising, operational management and strategic development and overview of marketing. In particular the post holder will be required to take responsibility for the continuing financial sustainability strategy facilitated by the grant received from the Heritage Lottery Fund under the 'Heritage Resilience' programme which is due for completion in early 2019.

KEY RESPONSIBILITIES

Financial Management

The Pavilion Manager will be responsible for –

- Managing the budgets and monitoring against targets, both costs and revenues.*
- Setting budgets in conjunction with the Board and agreeing business targets.*
- Ensuring correct and timely charity, Companies House and VAT returns.*

- *Management of the business' cash and cash flow.*
- *Negotiating and confirming all contract terms with our clients and creditors.*
- *Preparation and Reporting of financial position to the Board of Trustees*

Governance

- *Attendance at and reporting to Board meetings on all aspects of the operation.*
- *Acting as secretary to the Board including the preparation and circulation of board agendas and papers.*
- *Develop and implement appropriate policies and procedures across all areas of the business ensuring their regular review and implementation.*

Fundraising

- *Formulating the annual fundraising strategy to achieve agreed targets.*
- *Preparing funding applications*
- *Implementing a new membership scheme*

Human Resources management

- *Managing and developing the staff team to ensure achievements of targets and sustainability of the staff resource.*
- *Developing the volunteer base and ensuring its effective deployment.*

Partner and Stakeholder Management

- *Development and maintenance of the key relationships with the Pavilion partners and stakeholders.*

Programme delivery

- *The Pavilion Manager organises and oversees all operational aspects of the operation of the Pavilion.*
- *Responsibility for commercial and community programmes including scheduling and communications.*
- *Securing licences as required for events.*
- *Monitoring and Evaluation of progress and status of implementation and delivery to plans.*
- *Development and implementation of Public Relations and Marketing strategies to enhance venue and PACL goals.*
- *Ensure and monitor relevant Health and Safety implementation*

Person specification:

Educational qualifications

- *A good general education, preferably at Higher Education level.*

Essential characteristics

- *Previous management experience in a front of house role in a visitor attraction or*

similar environment

- *Experience in a line management role, with a proven ability to lead, motivate and develop a team.*
- *Experience of managing a budget and accounting for finances within set processes*
- *Experience of working alongside other organisations relevant to the operation of the Pavilion*

Additional skills/competencies

- *High levels of administrative skills including experience of using a variety of tools to plan, prepare, deliver and monitor service delivery.*
- *Experience developing and implementing systems and processes to deliver high standards of efficient service.*
- *Experience of monitoring activity against business plan targets.*
- *An understanding of statutory policies such as health and safety, safeguarding and equal opportunities.*
- *Excellent IT skills.*
- *Excellent communication and customer service skills*

APPLICATIONS

Applications should take the form of a detailed CV with particular reference to the 'Essential Characteristics' and should be submitted either by post to:

*Professor A J Hazell
Chair, PACL
Pier Pavilion
The Esplanade
Penarth CF64 3LS*

Or by e-mail to:

tony@penarthpavilion.co.uk

Applications must be received by 17.00 on Wednesday 30th May 2018