



JOB DESCRIPTION

Position	Business Manager
Type of Contract	Permanent
Hours	30 hours per week which can be worked flexibly although we will expect you to work at least one day of 9.30am – 2.30pm
Salary	£28,000 per annum
Annual Leave	25 days per annum (pro rata)
Probationary Period	6 months
Notice Period	3 months
Reports to	Board of Trustees
Overview of Position	<p>The Bridge Trust's Business Manager will be responsible for providing the financial and administrative leadership for the Trust</p> <p>The Business Manager will work closely with the Board of Trustees to develop a long term strategy and business plan.</p> <p>The Business Manager will be expected to explore funding opportunities.</p> <p>The Business Manager will be responsible for ensuring that the Bridge Trust's constitution is complied with</p> <p>The Business Manager will be expected to liaise with the Accountant, Board of Trustees as to annual assessments of all investments held</p>
Staff	Administrator, Assistant Administrator, Clerk to the Trustees, Accountant, Cleaners, Gardener and other staff who may be appointed to the Trust from time to time.
Works with	Chair of Board of Trustees; Chairs of Sub-Committees; Board of Trustees;

Principal Duties and Responsibilities

- Develop effective working relationships with the Local Authority and other organisations in order to promote the work of the Bridge Trust.
- Facilitate the Trust's strategic objectives particularly in relation to the development of the Trust's property portfolio (known as the permanent endowment)
- Work with the Board of Trustees to develop and implement a long-term strategy and a business plan.
- Identify any strategic risks, identify and advise on solutions in order to mitigate these.
- Maximise income through management of the property portfolio and fundraising
- Work with our appointed professional advisors (architects, surveyors etc.) to ensure the property portfolio is kept in good repair and maintenance.
- Work with our appointed professional advisors to ensure that works are carried out in accordance with regulations (such as planning (inc. listed building), building regulations and health & safety) and that works carried out are effective and represent good value for money
- Recruit, manage and deploy staff in accordance with the Trust's HR policy
- Motivate and support staff
- Ensure Data Protection legislation is complied with
- Ensure Health and Safety legislation is complied with
- Sit on all committees of the Trust (in a non-voting capacity)
- Implement any decisions made by the Board of Trustees
- Ensure the smooth day to day running of the Trust and specifically in accordance with Charity Law, regulations and guidance
- Ensure proper financial records are kept
- Maintain a good working relationship with Trustees, Tenants, Professional Advisors and Staff
- Keep Trustees regularly informed with the financial position of the Trust and ensure that this is in line with the Trust's financial policies
- Liaise with the Clerk of Trustees and Trustees regarding the appointment of new Trustees
- Work in line with Charity Law, Charity Commission guidelines and the Bridge Trust's policies.
- Produce and maintain an operating manual to details all Bridge Trust procedures

PERSON SPECIFICATION

Criteria	Desirable	Essential
Skills/Competencies/Qualifications		
Professional Qualification/Degree in relevant area such as management	X	
An interest in regeneration, heritage and sustainability	X	
A strong team player with a "can do" attitude	X	
IT Skills (Microsoft Office 365 is used across the Trust)		X
A passionate commitment towards heritage and heritage buildings	X	
Knowledge		
Charity Governance, policies and statutory requirements		X
North Devon (particularly Barnstaple)	X	
Previous Experience		
A proven track record of delivering results		X
Success at leading, motivating and developing staff	X	
Financial Management (particularly for not for profit or charitable organisations)		X
Working with a Board of Trustees	X	
Project management and service delivery	X	
Special Attributes		
Enthusiasm and Commitment		X
Self-Motivation		X