

Manager of Arundells and Secretary of The Foundation

Job Description

1. Proactively to lead the day to day operational management of Arundells as a heritage tourist attraction. Providing a great visitor experience; delivering a wide range of events; promoting opportunities for the hire of the property by businesses and private individuals; and ensuring that Arundells continues to play an important role as an asset to Salisbury.
2. To fulfil the role of Company Secretary of The Trustee of The Sir Edward Heath Charitable Foundation Limited. This will include:

Working closely with the trustees, auditors and other advisors to ensure best practice record keeping, the completion of statutory undertakings and the timely submission of all documentation to both Companies House and the Charity Commission.

Arranging board and sub-committee meetings as required and, in consultation with the Chairman, to prepare agendas and additional documentation for these meetings.

Attending board and committee meetings, presenting reports as required, taking minutes and drafting these for approval.

To attend meetings of sub-committees as necessary, working closely with committee chairmen as required in the preparation for these meetings and the supplying of key information for discussion

To represent Arundells as a member of the European Network of Political Houses and Foundations of Great Europeans, liaising with other members and attending group meetings as necessary. This is likely to involve occasional travel to European countries.

Acting as the key liaison between directors, staff and volunteers.

3. Responsibility for the management and leadership of the following key members of staff, with the experience and wisdom to delegate responsibility in a meaningful way:

The Events and Marketing Manager

The Curator of the Arundells Collection

The Front of House Manager & Operations Lead

The Head Gardener (self-employed contractor)

The Accounts Clerk (self-employed contractor)

4. Through department heads, to hold overall responsibility for, and to enthuse, inspire and lead, all part time and seasonal staff and a large team of enthusiastic and committed volunteer helpers.
5. To work closely with trustees to help determine and successfully deliver the operational and strategic objectives of the Foundation; to represent the best interests of the Foundation, and to ensure the maintenance of meaningful relationships with the local community
6. To lead from the front and to manage differing objectives with maturity, good grace and wisdom.
7. To identify grant funding opportunities being promoted by the Arts Council, the National Lottery Heritage Fund, and other national or regional bodies. To compile and submit comprehensive applications for financial support and, if successful, to lead and manage the delivery of funded projects.
8. To work closely with the Front of House Manager & Operations Lead in regard to the opening of the house to visitors – its presentation, the provision of interpretive information for visitors, the recruitment, training and management of volunteer stewards, tour guides and reception staff.
9. Work closely with the Events and Marketing Manager and trustees to deliver an ever developing, wide ranging and diverse income generating events programme, this aimed at providing something of interest for a wide an audience as possible – talks, garden theatre, concerts, lectures, workshops and seminars.

- 10.** Work closely with the Curator in ensuring the care and preservation of the Arundells collection, the planning of temporary exhibitions and the securing of funding – through grant applications or otherwise – to enable key repair and conservation work to be undertaken.
- 11.** To proactively continue to build upon and develop meaningful working relationships with the local business community, with a view to expanding opportunities for the hire of Arundells for corporate receptions, meetings and events, and the securing of sponsorship support.
- 12.** To plan, budget for and coordinate annual and recurring property related repairing and maintenance work, delegating responsibility as appropriate, and overseeing the Front of House Manager's working relationship with different contractors – including builders, electricians, plumbers, engineers and advisors.
- 13.** To prepare operating budgets on a yearly and monthly cash flow basis. Work closely with the Accounts Clerk to allocate and record income and expenditure streams, to monitor expenditure against budget throughout the calendar year, and reporting results / variances to the Property, Finance & Resources Committee and the main Board as required.
- 14.** To pay suppliers for goods provided by online electronic bank transfer, compiling and submitting invoices for payment to purchasers, managing the bank accounts and ensuring that all payments are received in a timely way.
- 15.** To work with appointed accountants and auditors in the preparation of Profit and Loss accounts and financial statements, the auditing of year end accounts, the compilation of the payroll and salary / wage payments to staff each month, gift aid claims and statutory submissions to Companies House and the Charity Commission.
- 16.** Working with the Head Gardener, determine and agree gardening tasks and to review the garden management plan (including expenditure requirements) as necessary. To support the Head Gardener with the management of the volunteer gardening team, and to ensure that the garden is maintained and presented to the highest standard – for visitors, as an educational resource, and for income generation.
- 17.** Ensuring compliance with existing planning and listed building consents that affect the property and, seeking advice as necessary, determine if planning permission / consent may be required for new activities and / or building projects.

- 18.** To plan and successfully deliver agreed capital improvement works – working closely with trustees, professional consultants and advisors – and ensuring that delivery is on time and within budget.
- 19.** To fulfil ‘front of house’ supervisory commitments with colleagues on a shared basis during the open season (including some weekend and evening working).
- 20.** To give guided tours of the house as required and to provide illustrated talks to local special interest groups.
- 21.** To build upon links with local schools and colleges and continue to develop the contribution that Arundells can make in a very proactive and practical way to teaching and enrichment activities across differing age groups in the fields of art, music, social, political, modern British and European history.
- 22.** To hold responsibility as Health, Safety & Welfare (HS&W) Officer for the safety and wellbeing of all staff, volunteers, visitors to the property at any time.
- 23.** To update the Foundation’s HS&W Policy on an annual basis; reviewing all risk assessments and training needs for specific activities, updating emergency / fire evacuation procedures and security protocols, and undertaking additional assessments for all new activities as necessary. Ensuring that training is provided as necessary for staff and volunteers.
- 24.** To work closely with and assist fundraising colleagues in developing approaches to high net worth individuals, foundations and trusts (both in the UK and overseas) to secure financial support, and to play an important role in helping to review and implement new fundraising strategies and initiatives.