

Community Heritage Centre Operations Manager – The Folk of Gloucester

The Folk of Gloucester is at the beginning of its journey to becoming a community heritage centre with a long term aim to accessibly restore and maintain the historic buildings, develop a programme of cultural activity based on the heritage of Gloucester's people in the last 500 years. There are ambitious plans for displays and guided tours, an animated courtyard with craft demonstrations and for use of the Folk of Gloucester to welcome and orientate visitors to Gloucester, provide a base for guided tours and act as a community hub both for Gloucester Civic Trust members and the wider community.

A key appointment will be a newly created role of Community Heritage Centre Operations Manager who will be responsible for the day to day running of the building and many of the activities on site, including the "EdShed" meeting/conference facility, the historic buildings and the café. We are keen to hear from people of all backgrounds who feel they have the ability and enthusiasm to take on this challenging but undoubtedly extremely rewarding role. Any appointee will need to be passionate about Gloucester, its heritage and communities and will also be flexible about working hours with occasional late nights and willing to have a "hands-on" approach when needed. We are looking for someone who has a generous, warm personality and is able to work with volunteers from all backgrounds but will also be incredibly well organised and focussed on delivering results.

This is an opportunity for someone to set up and build the operation from the start. We are applying for grant funding which will enable us to become a premier attraction in the City, second only to the Cathedral, and this is an opportunity for you to develop your career at the same time.

Responsibilities would include:

- Manage the building, including ultimate responsibility as keyholder to ensure it is opened and closed properly
- Manage the café and catering for events and meetings
- Cashing up/banking
- General day to day facilities management
- Organise and inspire volunteers – and hopefully help generate some more willing hands!
- Manage bookings for hireable areas, and liaise with clients to ensure a professional and friendly service
- Liaise with community groups who want to use the facilities and actively encourage these
- Many others...

Skills/Qualifications/Experience

- Experience commensurate with role and responsibilities as described above would be a distinct advantage although people with other experience would be considered.

- Training as a first aider, fire marshal or holder of a food hygiene certificate would be an advantage— however do not be put off if not currently certified as we will provide training to a suitable candidate
- Facilities management
- Café operation
- Experience of banking, cashing up and so-on
- Event management a distinct advantage

Hours/Salary

- 37.5 hours per week, but flexibility will be required
- Salary £20,000 – £25,000 per annum dependent on experience with opportunities to increase this dependent on revenue generation

To apply, please send a current CV and covering letter by 9.00 am 24th September with the details of two referees to alexbaileygct@gmail.com. Interviews will take place the following week. Please note that we will run DBS checks on any successful candidate.