

Position: Manager, The Folk of Gloucester, Bishop Hooper House
Organisation: Gloucester Civic Trust Ltd
Location: UK, England, Gloucester
Closing date: 31/07/2019 d/m/y
Job Type: Part time
Salary: up to £18,000 (£26,500 FTE)

Details:

Manager, The Folk of Gloucester, Bishop Hooper House
Gloucester Civic Trust Ltd

UK, England, Gloucester

Job Type: Part Time, 25 hrs/wk
Contract Type: Fixed term (3 years)
Salary: up to £18,000 (£26,500 FTE)

Closing Date: 31 July 2019

Gloucester Civic Trust Ltd are looking for an enterprising and creative Manager to deliver an ambitious Activity Plan to transform the current Gloucester Life Museum from simply a museum of social history into a heritage centre. The project will see the site brought back to life and build a long term future as not only a magnificent set of 15th and 16th century buildings featuring historical displays, an operational and administrative centre for the Civic Trust but also comprising a suite of marketable meeting rooms.

For the right person this is an unparalleled opportunity to make a significant difference to a long-overlooked and under-appreciated heritage centre located in Westgate Street in the heart of Gloucester. The Trust is looking for an entrepreneurial individual with strategic foresight, strong organisational skills, experience and understanding of the cultural sector and a passion for engaging people of all ages with history and heritage.

The Manager will work closely with the Trustees, particularly during the early stages of the transformation. The intention is that the post will continue after the initial contract period. The long term sustainability will depend on the Manager balancing strong community engagement activities with the need to generate income from the site.

Initial contract: Part-time (25 hours per week) 3 years
Salary: Up to £18k for an exceptional candidate
Closing date: 31st July 2019
1st Interview date Tuesday 2nd September
2nd Interview date Friday 13th September 2019.

Job description

Job Title: Manager, The Folk of Gloucester, Bishop Hooper House, Gloucester
Hours: 25 hours per week. Due to the nature of the job, some evening and weekend work will be required.

Contract : 3 years from November 2019 to October 2022.

There may be potential for flexibility in how this is structured (see how to apply below).

A Manager with an interest in historic buildings displays and organising events is required to support the Trustees of Gloucester Civic Trust (GCT) in the management, operation and marketing of Bishop Hooper House (BHH), a collection of listed and other buildings situated at 99-101 Westgate Street Gloucester. The premises which until recently housed Gloucester Life Museum (previously known as Gloucester Folk Museum) have been acquired from Gloucester City Council by Gloucester Historic Buildings Trust (GHB) and will be leased to GCT. GCT will be re-opening the buildings and grounds as a heritage site, Trust administrative offices and venue for community activities, festivals and events.

The role involves the development and management of strong local partnerships in support of audience development and income generation opportunities. The site is expected to re-open to the public in Spring 2020.

Roles and responsibilities

You will:

- Work with the Trustees to deliver the public programme of heritage and arts events at The Folk of Gloucester to fulfil the outcomes agreed in the Bishop Hooper House Business Plan.
- Manage the site to ensure visitors enjoy a high quality experience consistent with the Trust objectives and ethos
- Lead on the recruitment, training and management of volunteers and interns
- Work with Trustees and City Council officers as required to deliver the interpretation of historical displays and public programmes and activities
- Build on partnerships which have been developed by the Trustees with partner organisations, formal and informal learning institutions, heritage interest and tourism groups and similar local and professional networks
- Communicate with key partners, stakeholders, through briefings for any public engagements, media appearances and articles relating to the project
- Maintain the website and publicity with support from GCT.
- Produce a short monthly E-Newsletter

- With Trustees develop a costed marketing plan including launch events and manage the marketing budget effectively
- Support the commercial aspirations of the project by working with partners such as Gloucester City Council, Gloucestershire County Council and others to develop revenue streams that are necessary to the long term success of the site. These will be mainly achieved through the letting income derived from the modern 'Ed Shed' building to the rear of the site and catering facilities for customers.
- Manage day to day budgets, and monitor and report to the Trust on the financial performance, including income and expenditure on a regular basis, with the support of the Chairman of the Folk Committee.
- Develop, co-ordinate and implement effective monitoring and evaluation of the Activity Plan with support from the Trustees' Folk Committee..
- Work at all times in accordance with the aims of GCT, and appropriate policies, particularly those for equality, diversity, safeguarding and health and safety.

Person Specification

The ideal candidate will be an enthusiastic, self-starter with at least 2 years' experience of working at a heritage site, in a museum, arts venue or similar.

They will be a great communicator, be able to think creatively and have some experience of the day to day management of a heritage site, either in a support or lead role, working with volunteers and will know how to get the most from the resources available.

This will be backed with good administrative, financial management and organisational skills and time management.

Experience, skills and knowledge

- Degree or equivalent
- A minimum of 2 years' experience in running a heritage site, museum, arts organisation or similar in a lead or support role
- Experience of delivering one or more of the following: arts, heritage, private or commercial events
- Experience of marketing a heritage, arts or similar site to a range of audiences
- Experience of working and communicating with a range of groups, abilities and ages.

- Experience of working with youngsters between 16 and 25 an advantage.
- Experience of working with or managing volunteers
- Experience of undertaking evaluation of programmes, events and activities and using results to inform planning

Skills and abilities

- Excellent verbal and written communication skills
- Ability to deliver agreed outputs and targets to deadlines and budget IT literate and familiar with the use of technologies as publicity tools
- Strong, independent organisational skills
- Ability to produce marketing communications for a range of audiences

Personal qualities and attitudes

- Able to work collaboratively as a team player
- Able to work independently
- Personable, enthusiastic, self-motivated and well organised

Terms and Conditions

Reporting

The post holder will directly report to the Chairman and the Folk Committee with periodic updates to the Board of Trustees.

The post will work closely with the Civic Trust Trustees and members, Gloucester City Council officers, freelance artists, partners within the travel and tourism and business sectors in Gloucester and with volunteers.

Hours

The post is based on a 5-day week, 25 hours a week.

Flexible working

Patterns of working will be mutually agreed around the needs of the business and the requirements of the post holder. The role will be based at Bishop Hooper House

although some travel in and around Gloucester and the county will be required to meet with partners.

20 days holiday a year plus bank holidays. There may often be events on Bank Holidays and so time may be taken in lieu if the post holder has to work a Bank Holiday.

Salary details

The salary will be up to £18k for an exceptional candidate. Arrangements will be made for a workplace pension. A salary review will be undertaken one year after commencement and will take note of progress on income generation.

Normal place of work

The normal place of work will be at The Folk of Gloucester, Bishop Hooper House, 99-101 Westgate Street, Gloucester

Probationary period

The post will be subject to a six-month probationary period with formal reviews at 3 and 6 months.

How to apply

Applications should take the form of a Curriculum Vita with a covering letter addressing how you meet the various aspects of the person specification and why you are particularly interested in this post.

There may be some potential for flexibility in how the post is structured. If applicants wish to propose alternative models then this should be made clear in the letter of application, including details of how you propose to ensure the job description can be fulfilled effectively.

Closing date: 31st July 2019

Applications should be sent to employment@thefolkofgloucester.co.uk and confirmation of receipt will be sent by mid-day 2nd August 2019.

If you have not received a confirmation by mid-day on 3rd August 2019 then please contact Alex Bailey on 01452 840579

The interview process is expected to be in two stages with the first interviews on 2nd September 2019 and the second on 13th September 2019. Further details will be sent to short listed candidates. All candidates will be informed by email whether they have been short listed or not

