



JOB DESCRIPTION

Job title:	Business and Development Manager
Location:	Winterbourne Medieval Barn, Winterbourne, Bristol BS36 1SE
Hours:	An average of 22.5 per week - to be worked flexibly over 4 days a week. The role will require on occasions working additional hours during busy periods as well as some earlier starts, evenings, weekends and Public holidays.
Salary:	£26,000 pro rata (£15,600 per annum)
Reporting to:	Board of Trustees
Line management:	Community Engagement Officer and the Marketing and Events Assistant

Purpose of the role

The Business and Development Manager will work in conjunction with the Trustees of Winterbourne Medieval Barn Trust (WMBT) to develop and deliver the business plan strategy and objectives.

To establish initiatives to fulfil the longer-term vision of the Trust and contribute to the strategic development of the organisation as a key member of the team.

To actively seek out and maximise all revenue and development opportunities and promote the Trust within the wider community.

To provide annual and monthly financial monitoring reports against agreed budgets and ensure all financial transactions are maintained and up to date.

To be responsible for the preparation of marketing plans and manage a small team of staff and WMBT volunteers.

To have direct responsibility for the key areas that underpin Winterbourne Barn's activities and manage the delivery of day to day operations, arranging licence agreements and dealing with all maintenance matters, ensuring compliance with health and safety and other statutory regulations.

The Business and Development Manager will be assisted by the Community Engagement Officer and the Marketing and Events Assistant. You will be supported by Volunteer Coordinators and a talented team of volunteers who are committed to providing an excellent visitor experience and well-maintained facilities.

Main duties and responsibilities

Marketing and Fundraising

- Develop and implement the marketing plan for Winterbourne Medieval Barn
- Develop the Activity programme for WMBT in conjunction with the Trustees and the Community Engagement Officer
- Participate in fundraising and the development of new funding opportunities.

Finance

- Prepare annual budgets, regular financial reports and manage the day to day finances
- Maximise revenue ensuring that financial targets are achieved.

Income generation

- Develop strong commercial, income generating business and heritage partnerships through talks and attendance at meetings and events
- Proactively develop, implement and manage commercial projects and initiatives.

Operations

- Lead and manage Winterbourne Medieval Barn's commercial operations, events, clients, workshop tenants and the visitor experience
- Be the WMBT Designated Premises Supervisor
- Ensure compliance with Property Planned Prevention Maintenance requirements
- Manage day to day site security including opening and closing routines.

Health & Safety

- Be the designated Health and Safety Officer and manage all aspects of Health and Safety, ensuring that all relevant legislation and best practice are adhered to
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, staff and other persons visiting the site, and to comply with the policies and procedures relating to health and safety within the site.

Staff and Volunteer management

- Line manage the Community Engagement Officer and the Marketing and Events Assistant
- Recruit staff to meet the needs of WMBT and business plan
- Carry out inductions and performance reviews for staff
- Carry out quality training and coaching in a systematic and professional way to meet the needs of the business
- Promote sales awareness within the team in order to achieve income targets
- Maintain effective communication with the team at WMBT by holding regular briefing meetings, creating an environment which promotes employee/volunteer morale and encourages the team to have a high level of pride in WMBT and a high level of commitment
- Support the Volunteer team in managing and maintaining the property and facilities of WMBT.

Relationship management

- Work with external organisations and partners to raise the profile of WMBT
- Work with the Volunteer Co-ordinators and build relationships with external partners and consultants.

General requirements

- Attend quarterly trustee meetings and liaise regularly with the Chair of WMBT on the ongoing development and implementation of the business plan
- Undertake any additional training required for this position
- Carry out such other duties, within the scope of the role, as may reasonably be required from time to time, by the Trustees.

The above job description is not intended to be a comprehensive list of key duties and responsibilities and it will be reviewed regularly to ensure it remains an accurate reflection of the role.

PERSON SPECIFICATION: Business and Development Manager

	Essential	Desirable
Education & qualifications	A good general level of education	
Experience & knowledge	<p>Working within a heritage, tourism or hospitality business environment</p> <p>At least 5 years at a managerial level</p> <p>Managing premises including a good working knowledge of health and safety requirements</p> <p>Managing day-to-day operations, including HR matters and working with, organizing and management of volunteers</p> <p>Developing, managing and growing an annual operating budget</p> <p>Managing and maximizing commercial operations</p> <p>Marketing and ideally fundraising</p> <p>Managing building operations</p> <p>Managing a public building and front of house operation within the arts/heritage sector</p> <p>Managing staff and budgets</p> <p>Project management</p>	Managing Health & Safety within a public building
Skills & Abilities	<p>Excellent planning, time management and decision-making skills</p> <p>Ability to provide strong leadership, vision and strategic direction</p> <p>Excellent interpersonal, written and spoken communication skills.</p>	

	<p>Ability and confidence in communicating with people of all ages and backgrounds</p> <p>Ability to multi-task and prioritise your own workload, meet deadlines and to work effectively under pressure and to tight timescales</p> <p>Excellent attention to detail</p> <p>Team working skills and ability to motivate, inspire and develop a staff/volunteer team</p> <p>Strong negotiation skills</p> <p>Excellent Microsoft Office software (Outlook, Word, Excel, PowerPoint) and database skills. Use of SharePoint or other cloud-based data sharing systems, using and updating websites and social media.</p> <p>Ability to create annual budgets, analyse and report on financial information and management accounts</p>	
<p>Attitudes & Motivation</p>	<p>Highly motivated with the desire and drive to deliver and ability to meet targets</p> <p>Able to create and maintain positive, trusting and mutually beneficial relationships</p> <p>Communicates in a timely, straightforward, respectful, honest and engaging manner with colleagues and stakeholders</p> <p>Interest in and empathy with the values of WMBT and a genuine passion for making history and heritage accessible to people of all ages and backgrounds</p> <p>Creative, proactive and resourceful</p> <p>Flexible and adaptive approach to work, executed with energy, flair and enthusiasm</p>	

Other Factors	Willingness to work a variable schedule including working occasional evenings, weekends and Public holidays to meet the requirements of the business and the role Access to own car and full UK Driving Licence	
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