



CHIEF EXECUTIVE OFFICER

Llanthony Secunda Priory Trust is looking for a motivated and organised CEO to manage the priory site in Gloucester, its key organisational functions, and to contribute to the long-term growth of the charity. This is a great opportunity for someone looking to apply and develop the skills and experiences required to progress to larger charity roles in the future within a supportive and friendly small charity environment.

JOB SUMMARY

- Contract type: The position, funded by a three-year National Lottery Heritage Fund grant, is for three years, although it is anticipated the role will be self-sustaining following the end of the grant period.
- Start date: to be agreed
- Salary: £40,000 - £42,000 pa based on experience

This is a full-time position (based on 37.5 hours per week). Flexibility and the availability to work some evenings and/or weekends is essential. On occasion it may be necessary to work on Public Holidays

Holiday entitlement: 25 Days plus 8 statutory Public Holidays

Location: Llanthony Secunda Priory, Priory Junction, Gloucester GL2 5PA.

Note - there is the opportunity for hybrid working, but in the early stages this role will principally be on site.

THE CHARITY

Llanthony Secunda Priory boasts Grade I and Grade II listed buildings and 5 acres of picturesque grounds. It is one of Gloucester's most stunning landmarks and is located beside the city's historic docks. Our unique venue offers both indoor and outdoor spaces perfect for weddings, exclusive hire, concerts, private celebrations and corporate events.

A major capital project supported by the National Lottery Heritage Fund allowed two main buildings dating from the 15th century to be restored and conserved and they are now back in daily use. Llanthony Secunda Priory formally opened on the 27th of August 2018 following 19 months of restoration and conservation work.

ABOUT THE ROLE

As CEO, you will oversee business-as-usual functions and facilitate the growth, sustainability and development of Llanthony Secunda. You will be responsible for the Heritage site buildings and

maintenance, all income generation, and opportunity planning. This will be through line management of the Operations Manager, developing the fundraising strategy, managing the charity budget, filling duties and policies to build the foundations for continued success and the ability to increase our impact. The Operations Manager in turn line-manages the small staff team - Wedding, Hires and Events Co-ordinator, Logistics officer and event duty manager supervisors, plus a team of volunteers. As well as overseeing the charity's fundraising, you will work with Trustee/Directors in evolving the charity's strategy and reviewing priorities on a regular basis.

WHO IS THIS ROLE FOR?

The role will suit someone with demonstrable experience in management and leadership in the charity sector or in general management, with a willingness to learn, and who is looking to take the next step towards a senior management role within a charity and heritage environment.

This is a varied role providing significant opportunities to develop, including communication with a wide range of different stakeholders, from our board of trustee/directors to corporate and local authority partners. Ultimately, the role is best suited to someone who enjoys working closely with a small, internal team, who is highly motivated and has a visionary mindset, and determined to drive this growing charity's success through ensuring the day-to-day functions of the charity are streamlined and effectively run, and that development opportunities are sought and delivered.

MAIN DUTIES

- Oversee Llanthony's fundraising and finances to ensure ongoing sustainability of the charity including
 - Development/diversification of the trading and charitable income streams
 - Working with the Trust to develop and implement the fundraising strategy
 - Writing and reviewing fundraising applications
 - Working with the Trust Treasurer/Finance Manager to ensure sound financial practice.
 - Creating and managing the budgets
 - Developing community and charitable activities as required under our NLHF contract.
- Prepare board papers for and work with the board of trustee/directors to ensure good governance, compliance and that legal requirements are met. Attend, report to and take direction from all meetings of the main board
- Work actively with nominated trustees/directors to set and implement strategic decisions and planning
- Provide leadership through line managing the Operations Manager, ensuring all operational duties are delivered. Ensure compliance with all regulatory and financial rules for operational activities and events.
- Manage the Trust's HR practices taking any action required and producing all updated documentation.
- Oversee Health and Safety procedures and documentation requirements.
- Lead on Risk Management within the Trust including organisational risk, compiling and maintaining the risk register and reporting to the Operations Board/Committee on risk related matters.

SKILLS AND EXPERIENCE

Required skills and characteristics

- Proven 2+ years' staff/team management and line management experience.
- Ability to prioritise long-term and short-term projects
- Excellent time management and project management abilities to set and meet deadlines and use time effectively.
- Proven ability in the use of Microsoft Office packages and broader knowledge of the wider use of IT and e-strategy in business. Training will be available with ancillary systems where necessary.
- Ability to create and maintain relationships with a wide range of stakeholders including corporate partners, donors, the trustee/director board and fellow employees
- To identify opportunities to raise funds and fundraise successfully
- Organised, adaptable and take responsibility for critical projects
- Ability to work independently and communicate progress
- Strong attention to detail and accuracy with handling information, especially for policies, compliance, and finances
- Strong decision-making skills
- Works well in a small team and is interested in working in a small organisation

Required experience

We are looking for someone with demonstrable commercial acumen, in particular with project management, ideally heritage related, commercial and marketing activities and financial responsibility.

Desirable experience

- Experience in Not for Profit / Charity Sector.
- Track record of fundraising success and identifying new opportunities to raise funds
- Experience of maintaining good governance (risk register, charity compliance)
- Experience managing finances, including budgeting, financial planning and management
- Strategic development
- Experience of managing a Heritage Site/Scheduled Monument and an understanding of the processes required in their oversight and restoration
- Qualified Level 3 safeguarding lead
- Ability to develop a CRM
- Personal Alcohol Sales Licence.
- Knowledge of HR and Health & Safety policies and practice

APPLICATION

Please write a cover letter explaining your interest in the role and email it with your CV to:- chair@llanthysecunda.org Applications close on Thursday 7 May. **CV-only applications will be disregarded.**

Successful candidates will be invited to interview, to be held in person at Llanthy Secunda Priory in w/c 18th May.

WORKING AT LLANTHONY SECUNDA PRIORY

All permanent and contracted staff at Llanthony receive

- 20 days paid holiday, **(25 in this role)** pro-rata, plus 8 bank holidays (* An alternative day will be recognised where any in this role) of these days fall on a Saturday or Sunday and where Saturday or Sunday are not part of the normal working week)
- Employer contribution to pension scheme
- Flexible working hours outside delivery periods
- Training budget and dedicated time with your line manager to create a personal training and development plan

SAFER RECRUITMENT

Please note that all personal information submitted via our application form will be treated in accordance with our data protection policy.