

Job Description & Person Specification

<i>Title</i>	General Manager
<i>Reports to</i>	Chair of the Board of Directors
<i>Contract</i>	Full-time
<i>Start date</i>	15 January 2024
<i>Working hours</i>	37.5-hour week; expected daily attendance at Queen Square during working week; occasional evenings and Saturdays; limited home-working is permissible
<i>Usual place of work</i>	16-18 Queen Square, Bath, BA1 2HN
<i>Salary</i>	£46,878
<i>Holidays</i>	25 days a year plus public holidays

Job purpose

We're looking for a General Manager to lead the operational and commercial activities of the Bath Royal Literary and Scientific Institution (BRLSI) in order to strengthen our commercial activities and to provide a stable platform for implementing a crucial stage of strategic development.

Day to day, the role will be primarily operational, focusing on the management of staff, ensuring the building and events run smoothly, and implementing systems that continue to grow our commercial activities whilst strengthening our cultural offer. There will be financial responsibilities and a necessity to provide specific additional support, resource and planning assistance around our bicentenary year of activities in 2024.

In addition to daily management of the organisation, the role will involve working with the volunteer leadership of the BRLSI to achieve our four strategic aims: (1) Creating a Leading Cultural Brand; (2) Becoming a Cultural Hub; (3) Digital Transformation; and (4) Implementing a Sustainable Business Model:

1. Creating a Leading Cultural Brand

Developing the BRLSI brand — what it stands for and how it is represented within the community to become wide reaching, well known, understood, and enjoyed by the community of Bath. As well as helping to establish the brand values of the organization, the role will pioneer new partnership initiatives with local organisations and the wider community to increase visibility and understanding of the Institution's aims.

2. Becoming a Cultural Hub

Developing a realistic and sustainable strategy for reinstating a permanent display presence for the BRLSI museum collection, ensuring our programme of talks continues to thrive, and developing new educational and programmes for members & the local community.

3. Digital Transformation

Moving BRLSI towards a digital focused model, where activities, collections, member services and the Cultural Hub can be as easily accessed online as in person.

4. Implementing a Sustainable Business Model

Understanding the resources and revenue streams available to BRLSI and how they can be used to create a business model that enables the development of a Cultural Hub and ensures the long term health of the organisation.

Responsibilities

- Strategic
 - Shaping a realistic and manageable forward plan with the volunteer leadership for the BRLSI to become a Cultural Hub
 - Generating grant applications with the volunteer leadership to enable development projects
 - Developing plans for extending the audience reach and diversity of the BRLSI
- Staff management responsibilities
 - Full line management of members of staff including reviews, appraisals, attendance at Staff Subcommittee meetings and future recruitment
- Operational leadership
 - Ensuring the implementation of operational decisions as directed by the Board and Management Committee
 - Supporting the planning of BRLSI projects and events, including the 2024 bicentenary
 - Evaluating, allocating, and monitoring resourcing needs, in consultation with the Chair(s) of the Management Committee
 - Acting as a first point of contact for any proposed initiatives or projects and providing recommendations to the Management Committee on their feasibility
 - Attendance (as required) & regular reporting at Board meetings, Management Committee, and other subcommittees
- People
 - Line managing of the Collections Manager, the Communications and Activities Manager, and the Room Hire Team
 - Ensuring that the building is adequately staffed at all times
 - Ensuring that staff and volunteers abide by the Institution's policies on health and safety, safeguarding, data protection, as well as its code of conduct
 - Co-ordinating staff and volunteer collaboration on Institutional events and projects

- Premises
 - Ensuring the effective functioning of the building to safely and effectively host events and other activities
 - Acting as a first point of contact for any operational issues relating to the commercial tenants

- Finances
 - Managing an operational budget
 - Increasing room hire revenues through improved room hire occupancy while balancing BRLSI's own programming needs
 - Working with the volunteer leadership to review price levels for room hire and other activities
 - Developing additional commercial activities & revenue streams. e.g. Book sales, retail, sponsorship

Person specification

- *Essential*
 - A can-do attitude and outlook
 - Proven experience in a managerial role
 - Experience in cultural or museum sector
 - Experience of delivering strategic objectives
 - Strong decision-making ability
 - Excellent communication, collaboration, and delegation skills
 - Ability to motivate and lead
 - Experience of and advocate for use of SMART goals
 - Strong working knowledge of operational procedures
 - Experience of managing budgets
 - Experience of managing teams
 - Experience of working with MS Office collaborative tools

- *Desirable*
 - Knowledge of the Bath Royal Literary and Scientific Institution
 - Experience in managing payroll
 - Experience of working with audio-visual equipment
 - Experience of working with WordPress
 - Experience of working with the public and external clients

Application process

Please tell us why you're the right person for the role and send your CV to the Chair of the Staff Subcommittee at julie.cole@brlsi.org by 27 November 2023. Shortlisted candidates will be invited for interview at Queen Square shortly thereafter.

USEFUL BACKGROUND

The Bath Royal Literary and Scientific Institution ('The Institution')

The Institution was founded in 1824. Its primary purpose was to maintain a library and museum collection and provide public talks covering a wide range of subjects.

In 1932, the Institution's building was compulsorily purchased for road alterations, and the Institution moved to new premises in Queen Square, Bath. The Admiralty took over the new premises in 1940 and remained there until 1958. There were attempts to wind up the Institution but, following extensive negotiations with Avon County Council, the trusteeship was transferred to new trustees in 1993 and the BRLSI as we know it today was born.

Its charitable objects are 'the promotion and advancement, for the public benefit, of science, literature and art in the City of Bath and its surrounding areas by such means as the Institution thinks fit, including but not limited to:

- the provision and maintenance of a museum for the display of exhibits of historical, scientific, literary or artistic significance or interest;
- the provision of a library, lectures and other facilities for education relating to literature, science and art; and
- the promotion of research relating to literature, science and art and the publication of the useful results of that research'

Each year, thousands of people come to the BRLSI to watch a talk, attend an exhibition, take part in our book club, join in at our coffee morning or attend one of the many clubs or meetings regularly held in our rooms. The Institution has over 800 paying members, maintains a collection of over 150,000 objects (ranging from fossils to geological, ethnographical, and general specimens), holds a library of 10,000 historical volumes, and organises over 120 public events every year.

The Institution is an unincorporated charity registered with the Charity Commission (304477); it has a single corporate trustee, registered at Companies House as Bath Royal Literary and Scientific Institution Trustees (02857000).

Governance and Operational Structure

Formal governance of the Institution is provided by a Board of Directors who have delegated executive and operational responsibilities to a Management Committee. The Management Committee is supported in its work by several sub-committees, including Finance, Collections, Staff, Programmes, Digital and Communications, Membership, and Premises. All the members of the Board and committees are unpaid volunteers.

November 2023