



## **STRATEGIC MANAGER**

- Post:** Strategic Manager (14 hours per week)
- Responsible to:** Epworth Old Rectory Charitable Incorporated Organisation (CIO), through a designated line manager (the Chair of Trustees & CIO)
- Working location:** Epworth Old Rectory (EOR)
- Salary:** £32,000 per annum pro rata (£12,106 per annum)

### **Job Profile:**

- To provide strategic direction, management, development and delivery of EOR as a heritage resource for mission as one of the four main heritage sites within the Methodist Church
- To initiate vision and strategy and enthuse staff and volunteers to deliver the aims of the organisation
- To oversee development and delivery of a dynamic engagement programme for all ages which presents the life and legacy of Susanna Wesley as inspiration for women today, both within Christian communities and wider society
- To identify and access new funding opportunities aligned to strategic direction

### **Key Responsibilities:**

- Create and deliver a strategic business plan
- Develop and maintain strategic partnerships locally, nationally and globally to deliver joint projects, including learning experiences and audience development
- Form positive relationships with stakeholders and consultants
- Liaise with the Treasurer to ensure the strategic business plan is appropriately costed, whilst leading on funding applications and making sure that all funding source opportunities, are regularly reviewed and accessed to meet ongoing needs
- Overall accountability and oversight of Epworth Old Rectory's facilities & services; health & safety; ongoing repair, maintenance and conservation, working within budgetary constraints
- Develop and be accountable for all management frameworks, eg, financial, safeguarding, policy, training and performance management of both employed and volunteer resources
- To develop relationships with Arts Council England, Museum Development Yorkshire, potential funders to support the development of the strategic business plan
- Delivering feedback, management information and ongoing reporting to CIO. Making recommendations to the CIO on ongoing strategic business plan, changes to policy and ongoing operational and facilities matters

**Job Specification, Skills, Education & Experience:**

Competency area	Skill/experience	
	Essential	Desirable
<u>Strategic Mindset</u> - seeing ahead to future possibilities and translating them into breakthrough strategies	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> <li>• Experience in strategic planning and management in culture, public or voluntary sector</li> <li>• Project management</li> <li>• Excellent organisational skills and attention to detail</li> <li>• Strong analytical and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>• Masters qualification (or equivalent) in business, marketing or museum-related field</li> </ul>
<u>Drives Vision &amp; Purpose</u> - Painting a compelling picture of the vision and strategy that motivates others into action	<ul style="list-style-type: none"> <li>• Experience of turning strategy into action</li> <li>• Strong supervisory and leadership skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Interest in inspirational potential of heritage</li> </ul>	
<p><u>Collaborates</u> - Building partnerships and working collaboratively with others to meet shared objectives</p> <p><u>Balances Stakeholders</u> - Anticipating and balancing the needs of multiple stakeholders</p>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and negotiation skills</li> <li>• Stakeholder management</li> <li>• Partnership work, including identification of funding opportunities for joint projects</li> </ul>	
<u>Financial Acumen</u> - Interpreting and applying understanding of key financial indicators to make better business decision	<ul style="list-style-type: none"> <li>• Thorough understanding of business administration, management, and business forecasting strategies and techniques.</li> </ul>	
<u>Other requirements</u>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Office Suite or related software</li> <li>• Flexibility in working patterns</li> </ul>	<ul style="list-style-type: none"> <li>• Sympathy with Christian faith</li> </ul>