

<b>Job Title</b>	General Manager
<b>Hours</b>	39 hours per week to be worked on an average basis in accordance with business need. Time off in lieu may be permitted subject to the needs of the business.
<b>Salary</b>	£35,000 pa  Option to join Pension scheme
<b>Responsible to.</b>	Chair of the Board of Trustees
<b>Role Definition.</b>	The General Manager is the chief executive officer of Shambellie House, reporting to the Chair of the Trust. The GM will be responsible for leading a small team developing marketing and delivering a full programme of courses at Shambellie.

#### **What you will do**

The key responsibilities are programming, booking, and running the courses; liaising with tutors/Curriculum Development group to develop the course programme; recruiting and managing the permanent staff; and developing and managing the finances. Developing and implementing a clear Marketing Strategy. Direct line management: Caretaker, Cleaner/s and Admin Assistant.

#### **Key tasks**

- Develop the future course programme and pricing structure
- Manage the relationship with tutors
- Manage the Curriculum Development Group to ensure that it adds value to the curriculum and can effectively mentor potential Tutors
- Manage the relationships with key stakeholders, to include tutors, funders, the New Abbey and wider Dumfries and Galloway communities, local accommodation providers and public agencies
- Develop and implement a marketing strategy for the courses
- Ensure the courses run to time and budget
- Manage the finances of the house and prepare management accounts for the Board
- Recruit and manage the permanent staff, including training
- Service the Board and ensure that it meets its statutory obligations as a community benefit society and a charity.

- Arrange and manage contracts for the provision of services including catering and IT
- Manage the building and arrange contracts for the supply of all necessary services
- Take responsibility for all HR issues, including employment policies, health and safety, risk assessments, and delegate as necessary

#### **Who You Are?**

- An engaging and outgoing self-starter who can motivate others
- Hold yourself to the highest ethical standards and be a positive advocate for the project
- Have previous experience in special interest holiday market
- Have an understanding of the requirements of good hospitality and education
- Have account management and sales experience
- Possess a high level of computer skills on macs and/or PCs
- Experience of managing and motivating staff.