

Role title: Managing Director

Reports to: Love Withington Baths Board

Role purpose

The purpose of the job is to provide leadership and oversight to the whole of Withington Baths & Leisure Centre including new developments and transformational projects such as Withington Works.

The role also has key accountabilities for the areas of finance and stakeholder engagement.

Responsibilities

Governance and Stakeholders

- Chair the Love Withington Baths Board meetings, including preparation of appropriate agendas, and meeting facilitation. The role has an equal vote to all other Directors and Members.
- Member of the Love Withington Baths Community Advisory Group.
- Line manage the Director of Leisure Operations, providing day to day guidance, support and coaching as required, and acting as the key point of escalation for operational issues.
- Key point of liaison with Manchester City Council and all other key stakeholder groups for Love Withington Baths.
- As required, take the role of spokesperson for Love Withington Baths for media requests.

Finance and Strategic Planning

- Prepare five year and annual strategies and plans, in collaboration with the Love Withington Baths Board.
- Key point of contact for the Love Withington Baths accounting firm, ensuring all relevant monthly, annual and ad-hoc reports and financial documents are prepared and presented to the Love Withington Baths Board.
- Prepare business cases and other reports and papers required by Manchester City Council and other stakeholders.
- Key point of liaison for the Love Withington Baths legal counsel.

Transformation

- Identify and pursue potential sources of funding and grants.
- Administration of major funds and grants allocated to Love Withington Baths.
- Ensure all capital projects and investments at Love Withington Baths, including appointing and managing contractors, have a lead programme manager.

- Report on progress of all the above to the Love Withington Baths Board, obtaining approval from the Board for all key phases including project initiation, design, implementation, and closure.

Skills and Experience

Skills

- Strong leadership skills.
- Financial acumen.
- Ability to both think strategically focusing on the long terms of objectives of the Baths as well as providing day to day leadership of the facilities manager.
- Ability to create and maintain high-performing teams.
- Ability to manage multiple workstreams and mitigate issues, ensuring projects deliver to time, cost and quality.
- Excellent communication skills.

Experience

- Experience of working in the leisure industry is essential.
- Experience of working at Board level on an employed or self-employed basis is essential.
- Experience of working for charitable organisations, or organisations with charitable status, is desirable.
- Experience of running a small to medium sized enterprise is desirable.
- Management of building and renovation projects is desirable.

Qualifications

- University educated is desirable.
- PRINCE2 or other similar project management qualification is desirable.

Working conditions

This is a part time role, most likely 0.4 FTE. The role requires a flexible approach to working hours being onsite and available when required within the 0.4FTE allocated time.

Please apply by submitting a letter of application, addressing the above points and your suitability for this position, along with your CV to: dennis@lovewithingtonbaths.com, or alternatively by post to Love Withington Baths, 30 Burton Road, Withington, Manchester, M20 3EB. Deadline for receipt of applications is 10th December 2018.