

Kingsgate Workshops Trust

110-116 Kingsgate Road, London NW6

Position: General Manager

Starting Salary: £30k - £33k per annum, Full Time.

Job Outline:

The General Manager of Kingsgate Workshops Trust is a new position created by the Board of Trustees to deliver our objective to become financially self sufficient and able to manage our own resources. The General Manager will be able to deal with all aspects of managing a large multi occupancy building on a day to day basis, whether legal, financial or personnel and will have the necessary current construction industry knowledge and experience to enable building works to be project managed and delivered on time and within budget. Excellent personnel skills are essential.

Reporting to: Board of Trustees

Responsible for: P/T Education and Development Officer

P/T Finance and Administration Officer

Responsibilities:

The General Manager shall undertake the following responsibilities:

- i) Organise and supervise the maintenance and upkeep of approximately 1,600m² (17,200sqft) of KWT's studio, gallery and education space in West Hampstead, London. The job will include the preparation of repair and maintenance work specifications and inviting quotations from trades people in competitive tender from time to time, and may involve irregular hours to suit the needs of contractors.

Contribute to the current business plan from time to time and strategic budget planning regarding foreseeable or likely major building works and maintenance requirements.

Where appropriate, act as project manager for any such major works, ensuring that timescales and budgets are adhered to, and that inconvenience to building occupants is minimised.

- ii) Maintain existing, and implement the terms of new Licence Agreements with artists and craftspeople. Deal with rental agreement issues and advertise/prepare studio space for new Licensees. Revise the policy on studio licences and sharing.
- iii) Maintain good relationships with KWT Licensees, external organisations including potential funders, local partner organisations other local community groups, councillors and local residents.

- iv) Administer Bank Accounts and exercise best possible revenue control. Ensure timely reporting of financial commitments or liabilities to enable accurate cashflow forecasting. Report to the Board's Finance Committee.
- v) Maintain Employers and building owners registers including the Asbestos Register, and implement good Health and Safety procedures. Arrange for annual insurance renewals and certify compliance with Insurers requirements.
- vi) Liaise with the Education and Development Manager and other staff to ensure the day-to-day efficient and smooth running of the building and the company.
- vii) Supervise volunteers and interns from time to time.
- viii) Oversee marketing and promotional activities- including the updating of information to the Trust's website. Take responsibility for the maintenance and development of KWT Office and Building IT systems, and in particular ensure that regular and adequate backups of essential data are performed.
- ix) Prepare regular reports for the Board of Trustees.
- x) Liaise with the Trustees of KWT as and when necessary in the furtherance of the aims of the Trust.
- xi) Keep informed of regulatory, legislative or other changes that may affect the Trust or the Building, and to ensure that Trustees are kept aware of any such developments.
- xii) Undertake, as deemed necessary and reasonable, any other assignments as agreed with the Board of Trustees.

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General Manager: Person Specification

Essential

- A practical knowledge of non-domestic buildings structure, fabric and services and recent experience of managing a large multi occupancy building
- Highly motivated, well organised and self-managing.
- Trustworthy and reliable. Able to work unsupervised on own initiative but able to recognise when to refer matters to line manager/Trust Board Members.
- Experience of managing others
- Able to read and interpret technical, financial and legal documents
- Excellent organisational and communication skills (both written and oral)
- A good working knowledge of information and communication technology (ICT), especially word processing, email and the Internet.
- The ability to remain focused and to work to a consistent high standard.
- Experience of dealing with a wide variety of people and a commitment to Equal Opportunities.

Desirable

- An interest in the Arts / experience of working in an Arts organisation.
- Trade or professional qualification in Facilities Management
- Experience of working with diverse communities, in relation to: ethnic background, disability and social exclusion
- Experience of working with different types of organisation, e.g. arts, educational, voluntary, statutory, non profit making.