

## **Job Description**

### **Black Prince Trust**

#### **9 month maternity cover - Business, Site & Operations Manager**

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<b>JOB TITLE:</b>	Business, Site & Operations Manager (BSOM)
<b>REPORTING TO:</b>	BPT Chief Executive Officer (CEO)
<b>SUPERVISING:</b>	BPT Operations Lead; BPT Administration & Operations Officer; BPT Administration Assistant; sessional staff; temporary staff including interns / work experience
<b>SALARY:</b>	£40k per annum
<b>TERMS:</b>	9 Months maternity cover – beginning ASAP / early June start 40 hours per week M-F, 9am – 5pm (office based) 25 days Holiday PA Pension scheme

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## **JOB SPECIFICATION**

The Black Prince Trust is a Sport for Development Charity based in Kennington, Lambeth and are currently looking to hire a maternity cover for the Business, Site and Operations Manager role, to coordinate the smooth running of the Community Hub. The role involves being a line manager to three members of staff in administration and operations, managing the finance functions, assisting the CEO on a daily basis and supporting the community team when necessary - this is a varied role, with no two days the same.

We are looking for someone to join the team who can bring a range of experience in managing multiple functions at once (operations, finance, office management etc) . The role is integral to the management of the wider business and it is important that the successful candidate is not above 'rolling-up your sleeves' as elements of the role will involve assisting and managing day-to-day tasks. The role will be based at the Hub and working from home is not an option for the role, except occasionally as permitted - however flexible working hours are encouraged to meet the needs of the role.

The role requires strong organisational skills, financial management experience, to be forward thinking and proactive both in terms of managing their time efficiently under minimal supervision and assisting in utilising management tools, software and systems to help create a pleasant and effective working environment and safe and welcoming Hub for the local community.

### **Specific tasks include:**

- Manage the BPT Operations Lead (OL); BPT Administration & Operations Officer (AOO); BPT Administration Assistant (AA) on a daily/weekly/monthly basis and review work plans and performance in line with company's procedures.
- Oversee the AOO and AA on all administrative tasks and processes and continuously monitor the on-line booking systems to ensure optimal functionality for the admin team and the end user, making necessary changes/updates when needed.
- Oversee the Peninsula management system for Human Resources (HR) and H&S regularly.
- Be responsible for the health and safety (H&S) compliance and repair and maintenance of the Hub working with partners and contractors as required, with support of AOO and OL.
- With support from AOO and OL, manage the regular upkeep of the site and ensure the maintenance services including; gas, electricity, legionella, PAT, fire extinguishers, emergency lighting, fire alarms, intruder alarms, CCTV, lifts etc are booked in and completed within their relevant timescales and documentation is recorded in line with Peninsula H&S system.
- Responsible for the onboarding and offboarding of staff, DBS checks and qualifications are assessed and renewed when necessary.
- To manage the day-to-day financial systems of the Trust (supported by BPT's accountants) including: bank reconciliation, management of creditors and debtors, payroll, VAT returns, banking arrangements and preparing reports when necessary.
- To report back to BPT CEO on finances including account cash positions, cashflow, budgets and management accounts each month
- Be responsible for managing utility contracts, maintenance contracts and insurance renewals with keeping insurers up to date on all business-related changes of the Hub.
- Manage leases, licences and tenant partnership agreements with support from BPT CEO and external legal support. Be responsible for managing service charge, utility, and business rates calculations as documented under the respective leases.
- Oversee BPT's company policies and procedures ensuring all are up to date and that staff, tenants and delivery partners adhere with recording the relevant documentation for compliance.
- Work jointly with the BPT CEO and Community staff in managing the BPT PR & Comms strategy including social media and website management, ensuring branding guidelines are followed across all platforms.
- To support the BPT CEO and fundraising consultant by providing any financial or site information for funding applications.

- Provide administrative support to the BPT CEO and Board of Trustees including diary management, arranging meetings and production and distribution of reports, supporting papers and minutes.
- To undertake any other tasks as reasonably required within the grade and overall functions of the post.

**Required Skills:**

- Previous experience managing facilities or an office environment
- Previous management experience
- Xero or other similar financial software experience, including:- preparing reports; completing vat returns; reconciliations and analysing reports.
- Experience of Health & Safety compliance an advantage
- Very personable, enjoys working with different personalities
- Approachable with a professional manner
- Detail oriented with an ability to multi-task and set priorities
- Ability to analyse and resolve problems and to take initiative
- Strong organisational and IT skills
- Initiative, creative with a positive can-do attitude
- Able to operate under minimum supervision