



FORD PARK COMMUNITY GROUP

Job Description and Person Specification For the post of CHIEF EXECUTIVE

SALARY SCALE:	NJC Scale SO2/32 £28,485
CONTRACT:	Permanent Contract
RESPONSIBLE TO:	Board of Trustees & Directors
RESPONSIBLE FOR:	Volunteer Coordinator, Community link Gardener, Accounts Controller, Coach House Chef Manager and Café staff

Background to the position

The position of Chief Executive is a senior position and pivotal to the ongoing development and success of Ford Park which is owned on behalf of the community by Ford Park Community Group.

The community group purchased Ford Park from the County Council in December 2005. It is the responsibility of the Trust to protect, conserve and develop the parkland and gardens for the benefit of the community.

Ford Park Community Group is a company limited by guarantee with charitable status and has a wholly-owned trading subsidiary which operates the social enterprises located in the Coach House. Membership of the community group is open to all and there are currently over 300 members. The group's members elect a Board of Trustees to decide policy and oversee the affairs of the organisation with ordinary members consulted on all major issues. The recently relaunched membership scheme has a key part to play in the ongoing financial sustainability of Ford Park.

Ford Park consists of 8 acres of parkland and gardens, including a walled kitchen garden with herbaceous plant nursery, orchard, nature trails, children's play area and The Coach House Café and Bistro, which is also a licenced wedding venue.

The main aims of the community group are:

- To continue to manage and develop Ford Park as a permissive park for the benefit of the community, especially the disadvantaged.
- To organise a programme of cultural and community events, activities and workshops to bring together the community to learn about and enjoy the environment and amenities available at Ford Park.
- To continue to promote and manage the community facilities available at Ford Park.

- To develop the Coach House social enterprise and continue to establish Ford Park as a visitor attraction in order to bring in revenue to support the charitable work of the group.

Purpose of the role

The Chief Executive is a key position and vital to the development and maintenance of Ford Park. To date, the community group has been dependant on grant aid to support projects and staff costs; however, the aim of the group is to become financially self-sufficient. The Chief Executive will be responsible for ensuring the trading subsidiary develops and other business opportunities are developed to their full potential. This will require drive, leadership and innovation.

The successful candidate will be able to take a strategic view of the overall project and bring together the various strands of work, as well as taking a leading role in managing, developing and implementing new projects. He/she will be the intermediary between staff, volunteers, members of the public, trading subsidiary Directors and the Board of Trustees. The role will involve financial planning and control and the Chief Executive will be required to oversee and analyse financial reports, assist in the preparation of budgets and cash-flow forecasts and present these to the Board of Trustees. The Chief Executive will be the lead on Health and Safety and ensuring appropriate policies and practices are implemented across the park.

Other information

This is a full-time position. The post will involve regular evening and weekend work to attend meetings and support events. There are 28 days holiday per calendar year awarded with this post, including public holidays. This position is subject to a six-month probationary period.

Job Description

- Develop business opportunities within the Coach House , Kitchen Garden and Park
- Support and assist the Coach House Chef/Manager to ensure the smooth running of operations, advising on personnel, marketing, events, etc.
- Attend and report to monthly meetings of the Board of Trustees and the trading subsidiary Board of Directors.
- Build and maintain collaborative relationships with other community organisations and represent Ford Park's interests in the community as a whole.
- Identify the need for grants, research grant sources; prepare grant applications and supporting information including Business Plans etc.
- Financial oversight including dealing with current funders, providing monitoring reports and financial information as required
- Manage and support a team of staff
- Oversee the organisation and delivery of a programme of events

- Ensure that the charity is compliant with Health and Safety requirements.
- Deal with day-to-day enquiries.
- Oversee the maintenance of the grounds and buildings, including grass-cutting contracts, tree surgery, refuse collection, repairs, playground inspections and other contracted works.
- Organise and update the Insurance Policy as required and deal with any insurance claims
- Liaise with solicitors on any legal matters

Person Specification

Requisite qualifications, knowledge and experience:

Essential

- Minimum 5 years experience in a managerial position and a clear demonstration of leadership skills
- Proven track record in business development, financial management, including budget preparation and management
- Proven track record of successful funding applications and grant-monitoring
- Excellent communicator
- Creative and innovative
- Excellent organisational skills
- Ability to work on own initiative without supervision and make decisions
- Strong team player able to get along with people from all sectors of the community
- Proficient use of IT.

Desirable

- Experience in the catering and/or tourism industry
- Experience in marketing
- Knowledge of Health and Safety legislation and practice
- Experience of HR

APPLICATIONS:

Closing date for applications is 2nd June and interviews will be held on the 9th June.

To apply please email or send your CV and a covering letter (describing how your experience meets the requirements listed above) to:

alisonalger@ford-park.org.uk

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