



MANCHESTER HISTORIES

Connecting people through histories and heritage

General Manager Role

- 30 hours per week. 8 FTE
- Deadline for applications: **Monday 2nd December 2024. 5.00 pm**

Salary & benefits:

- £32,500 per annum pro rata, 0.8 FTE (£26,000 for 30 hours per week)
- 25 days holiday per annum pro rata (20 days for 0.8 FTE) + public holidays. Closure between Christmas & New Year
- 3% pension contribution via NEST

Reports to: Chief Executive

Location: WLG.21 Samuel Alexander Building, The University of Manchester, Oxford Road Manchester M13 9PL.

Working times: Monday to Thursday between 9am and 6pm. However, we can accommodate flexible working patterns and remote working.

Profile:

A self-directed and organised individual ready to set up a new role in a growing and ambitious small charity. Includes business- modelling, bid writing, partnership development, sustainability, data collection and analysis.

Overview:

Manchester Histories is seeking a highly organised, detail-oriented General Manager to join our passionate team.

In this role, you will bring strong administrative and development skills, along with a knack for implementing efficient systems that support ambitious and engaging histories and heritage projects. We are looking for someone who not only excels in traditional management but also embraces new technologies, like ChatGPT, to make our core work smarter and quicker, enhancing overall efficiency.

While the document outlines the necessary skills and experience, we are looking for someone with a proactive, can-do attitude. Working in a small, grant-funded organisation like ours during challenging times requires resilience and a love for creative problem-solving.

As General Manager, you will be a vital part of our charity, focusing on development, sustainability, reporting, and administration. This role is ideal for someone who enjoys being the team's go-to person, setting up and managing processes that help Manchester Histories run smoothly and effectively. You will play a key role in delivering our new five-year business plan, bringing our mission to life, and advocating for our work and values.

We welcome candidates from all backgrounds who bring transferable skills. If you have not worked in the cultural sector before but are eager to contribute to it, this could be the perfect opportunity. Our team is adaptable and dynamic, and we are open to shaping the role to fit the strengths of the right candidate.

About Manchester Histories: Connecting people through histories and heritage.

History Matters. It connects people with those who've gone before and those who'll come after. We support people to explore these connections. It's why our work is vital.

Manchester Histories is an award-winning charity that works collaboratively to reveal and celebrate the stories of the people and places of Greater Manchester and beyond. It connects people through histories and heritage to explore the past and shape the future, valuing all voices in the telling, preserving, and celebrating stories.

Manchester Histories was established in 2012 and delivers a yearlong public and community engagement programme, and the biennial Manchester Histories Festival. Manchester Histories is proud to be part of GMAST (Greater Manchester Arts Sustainability Team). This network brings together the cultural and creative community across Greater Manchester to address the climate and ecological crisis.

Past projects include *Peterloo 2019*, a project to mark the 200th anniversary of the Peterloo Massacre; DigiFest 2020, a celebration and recognition of the 50th anniversary of the Chronically Sick and Disabled Persons Act (1970); *Manchester Histories Festival 2022, History of Climate Change* which explored the local and global climate crisis. Winner of the 2023 Culture Awards. Upcoming projects include *Queer Up North 1992-2002: Celebrating Manchester's LGBTQ+ Heritage* and *Rocket 2030* laying the groundwork for the anniversary of the world's first inter-city railway between Liverpool & Manchester.

Job description

Responsibilities

- Financial management: Work with our CEO, accountants, and cultural administrator to handle the charity's finances at year end. This includes helping the CEO create annual budgets and setting up easy-to-follow processes so the team can manage their assigned budgets effectively.
- Performance reporting: To lead on the collection, management, and analysis of and reporting on non-financial data, including:
 - Project related targets
 - General monitoring of who is taking part in our activities to ensure it is representative of the communities in which we are working with
- Fundraising: to work with the Trustees and CEO to implement a fundraising plan including:
 - Supporting the development of funding bids with CEO and proposals including research, providing key data and preparing budgets
 - Ensuring Manchester Histories is compliant with funders requirements
 - Managing the reporting process to funders
 - Maintaining our fundraising database
- Administration: to manage key general administrative functions including:
 - Updating and maintaining key company policies
 - Ensuring we have appropriate insurance in place
 - Managing company DBS check scheme as required
 - Work with CEO, to support HR processes and practices
 - Drafting contracts e.g., for freelancers
 - Management of our spaces – including Manchester Histories Hub at Manchester Central Library

- **Sustainability:** to work with Manchester Histories Cultural Administrator on Manchester Histories sustainability Policies & Procedures including:
 - Implementing practices to reduce the organisation's carbon footprint, such as energy efficiency measures, waste reduction, and sustainable procurement.
 - Encouraging staff and visitors to use eco-friendly transportation options and reducing travel-related emissions.
 - Partnering with suppliers who priorities sustainability.
 - Establishing clear metrics to monitor progress toward sustainability goals, and regularly reviewing policies to adapt to new sustainability challenges and standards.
 - Documenting sustainability efforts and reporting progress to stakeholders and the board.
 - Attending GMAST meetings on behalf of Manchester Histories

- **Other:**
 - Participate in organisation meetings and events as required
 - Support Manchester Histories Communications & Marketing as required
 - Support work with our Volunteers as required
 - Attend relevant training as and when required
 - Positively represent Manchester Histories at events, including Manchester Histories Festival
 - Advocate for the organisation's work within the sector and beyond
 - Any other duties appropriate to the post and organisation

Person specification

You will be a capable and approachable manager who thrives on helping Manchester Histories run smoothly and effectively. You will enjoy creating and leading efficient administrative, financial, and operational systems, bringing organisation and diligence to a fast-paced, ambitious charity. An interest in culture, history, heritage, and the impact of Manchester Histories' work will be key to your role and motivation.

Essential skills and experience

- At least four years' experience in administration, office management or company
- management
- Financial administration experience and knowledge of working with budgets and

- cashflow
- Experience of reporting and monitoring including data management and analysis
- Experience of creating and maintaining systems and processes
- Experience working in a strongly digital environment and ability to work with computer systems, software and spreadsheets, plus a willingness to learn about and adopt new Technologies such as AI
- Highly organised and efficient with a strong eye for detail
- Effective communication skills, written and verbal
- Able to manage a broad range of tasks, both time limited and ongoing and to be Self-sufficient with time and task management
- Experience of working in a changing business/cultural environment
- Ability to make sound judgements based on agreed policies and procedures

Desirable

- Experience in a similar role for a cultural organisation or charity or in the wider creative industries sector, for example as an employee, freelancer board member or volunteer
- Experience of using QuickBooks or similar accounting software
- Knowledge and experience of delivering HR policies and procedures
- Line management experience
- An understanding of the needs and demands of working in a small team
- Knowledge and experience of generating funding for creative projects
- Sector knowledge and understanding of the heritage sector
- Experience of working with key partners such as higher education and local government
- A degree or equivalent and/or a professional qualification in a related subject
- Experience of working alongside volunteers and students

To apply.

The deadline for applications is **2nd December 2024. 5.00pm.**

Please complete the form [HERE](#). This will include uploading your CV.

Questions:

- Why you are suitable for the role with the job spec in mind

- What you could bring to Manchester Histories
- Why you are passionate about working for Manchester Histories
- The names of two relevant referees

We will only contact referees' post-interview and will let you know first if they will be contacted.

Next steps

We will only contact applicants who have been shortlisted for interview.
interview.

Interviews will take place on: **Monday 9th December 2024.**

The start date for this role will be agreed with the successful candidate.

Pre-Conversation

If you have questions, access needs or would like to discuss the role or your circumstances further before applying – please email karen@manchesterhistories.co.uk subject line "General Manager query."

We look forward to hearing from you.