



[www.ainsdalelunchandleisure.org.uk](http://www.ainsdalelunchandleisure.org.uk)

# Ainsdale Lunch & Leisure

Ainsdale Methodist Church  
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## Job Description: General Manager

**Place of Work:** Ainsdale Lunch and Leisure (**ALL**) – address as above.

### Principal Accountability to:

1. Market ALL to the public to increase and sustain usage of the activities, including meals in and meals out.
2. Market ALL to sponsors to gain sufficient funding to operate annually and maintain reserves, in consultation with Sefton CVS.
3. To ensure finances and staff, including volunteers, are being effectively managed.

### Key Roles and Responsibilities

Manage, record and report any Safeguarding issues or complaints.

Actively pursue funding for the organisation, making applications to trusts and fund holding bodies and organising fundraising activities. Establish and maintain links with other local community sector bodies to develop mutually beneficial partnerships.

Work closely with the Finance Committee to ensure that services are delivered within budget, cash is effectively managed and all records are maintained.

Ensure effective marketing of ALL services to potential clients and users.

Develop new services and activities as agreed by the Board, to encourage a wide range of people to use the services of **ALL**.

Work closely and co-operatively with Ainsdale Methodist Church to ensure maximisation of facilities to the benefit of both.

Ensure effective communication between **ALL** and its users and volunteers, including issue of newsletters, holding regular consultation meetings and undertaking surveys. Ensure that the website contains accurate and current information.

Direct the work of, and act as line manager to the employees of **ALL** including allocating tasks, supervision, holding regular staff meetings, authorising absence, conducting annual appraisals and involvement in any **ALL** disciplinary or grievance procedures.

Promote the role of volunteers in the organisation, in particular those with special needs. Actively recruit volunteers and ensure that they are appropriately supervised.



Maintain the **ALL** policy of providing opportunities for volunteers with special needs, ensuring that links with carers are developed and that supervision is tailored to volunteer needs.

To understand and comply with the Policies and Procedures of **ALL**.

Have operational responsibility for the management of risk and, in conjunction with the Board of Trustees, ensuring the organisation conforms to Health and Safety and other relevant legislation.

Attend Board of Trustees meetings when appropriate to deliver regular reports in both written and verbal form.

Participate with the Board of Trustees in staff development and review process.

Perform such other duties as required from time to time by the Board of Trustees.

### **Personal Skills and abilities**

- ✓ Have the ability to relate to a wide range of people.
- ✓ Be sympathetic to the ethos of the organisation.
- ✓ Experience of managing people and of working with volunteers of differing abilities.
- ✓ Have experience of working within the Voluntary Sector and reporting to a Board of Trustees.
- ✓ The ability to work both independently and as part of a team.
- ✓ Flexible, with the ability to adapt to changing priorities and circumstances and to manage own use of time effectively.
- ✓ The ability to communicate effectively both verbally and in writing.
- ✓ Have experience of managing cash and working within a budget.
- ✓ Be computer literate with experience of Microsoft Office.
- ✓ To undertake training as necessary.
- ✓ Satisfactory disclosure from DBS (appointment would be subject to this).

### **Authorities**

- Authorise and record all staff leave, training and overtime.
- Will have financial authority to pay valid invoices and other such bills that are part of the Board agreed budgets and plans. Payments required that are not part of the agreed plan to be confirmed by the Trustee Line Manager.
- May purchase items for **ALL** that are not in the budget, to a maximum value of £250 subject to agreement with the Trustee Line Manager.

### **Reporting Relationships**

- The General Manager will be responsible to the Board of Trustees for all plans and budgets and reporting status on a quarterly basis.
- A Trustee will be appointed as the line manager for regular reporting and resolving issues as they arise. This person is the Trustee Line manager.
- Employed staff will report to the General Manager.

## **Hours and Place of Work**

The place of work will be **ALL** on Liverpool Road, Ainsdale.

The incumbent must provide operational cover for the Office Manager duties.

Working hours are 5½ hours daily (27.5 hours per week) plus an unpaid 30 minute lunch break, timing based around activity and staff cover.

A free lunch is provided when attending the **ALL** office.

Remuneration is £20,950 per annum

An optional contributory pension scheme is available.

Permanent employment is conditional on a six-month trial period.

## **Absence and Holidays**

All sickness absence must be reported to the Trustee Line Manager and recorded.

Annual holiday entitlement is 28 days inclusive of public holidays. Leave must not conflict with that taken by the Office Manager. There is a requirement to use a portion of your annual leave entitlement for the Christmas and New Year period when **ALL** is closed

Annual holiday leave must be approved by the Trustee Line Manager at least 4 weeks in advance and be recorded.