

## **Job Description General Manager**

<b>Role title:</b>	General Manager
<b>Hours:</b>	22.5 hours (3 days) per week (0.6 FTE) to be worked on a flexible basis according to the fluctuating requirements of the role
<b>Term:</b>	2 years
<b>Remuneration and rewards:</b>	<p>£27,000 per annum (0.6FTE of £45,000 per annum pro rata) plus:</p> <ul style="list-style-type: none"> <li>• Employers' Workplace Pension contribution (3%)</li> <li>• Annual Leave 18 days per annum (including Bank Holidays) (0.6 pro rata of 30 days per annum)</li> </ul>
<b>Location</b>	Homeworking anywhere in the UK (a budget for travel and subsistence will be available for travel to meetings and events etc).
<b>Main purposes of the role:</b>	<ol style="list-style-type: none"> <li>1. Provide strategic leadership for WH:UK in collaboration with the Trustee body in support of its mission, business plan and future resilience</li> <li>2. Coordinate and develop WH:UK's programme of events and related activities</li> <li>3. Lead WH:UK's fundraising and income generation including by external funding and membership growth</li> <li>4. Lead delivery of WH:UK's communications, advocacy and engagement function</li> <li>5. Oversee, with Trustees, the effective administration of the charity, and support high quality governance</li> </ol>
<b>Key deliverables:</b>	<ol style="list-style-type: none"> <li>1. In collaboration with Trustees and individual World Heritage Sites, deliver a high-quality, surplus-making annual programme of online, in person and hybrid events and other networking and learning activities in line with WH:UK's Business Plan</li> <li>2. Maintain existing and grow new membership in line with WH:UK's Membership Development Plan, to grow funds, influence and awareness</li> <li>3. Secure external funding for projects that deliver against WH:UK's vision and mission, including developing and maintaining positive working relationships with existing and new funders</li> <li>4. Working closely with Trustees, maintain and further develop relationships with our key national and Site-based partners with a view to developing collaborative projects</li> </ol>

	<ol style="list-style-type: none"> <li>5. Increase WH:UK's and the UK's World Heritage Site Collection's profile through engaging and effective communications programmes in line with WH:UK's Communications and Engagement Plan</li> <li>6. In collaboration with the President and Trustees, undertake advocacy in support of the UK's World Heritage Sites and World Heritage values</li> <li>7. Recruit and coordinate an effective team of volunteers to support delivery of WH:UK's portfolio of activities</li> <li>8. Ensure the charity's administration runs effectively including compliance with all regulatory requirements, management of any support or project staff, and oversight of systems</li> </ol>
<b>Other</b>	At the request of the Trustees, the General Manager will be expected to undertake other reasonable tasks that support the vision and mission of WH:UK
<b>Responsible for:</b>	Finance Manager (freelance, 1 day per month)
<b>Reporting to:</b>	Chair of Trustees