

Job Vacancy:**Adam Smith Global Foundation, Heritage Centre, Kirkcaldy****Post: Centre Manager****Hours: 21 hours per week (flexible work pattern)****Salary: £25,000 to £30,000 pro rata (salary commensurate with experience)****Contract Term: 2 years subject to review**

The Trustees of the Adam Smith Global Foundation wish to recruit a dynamic Centre Manager. We offer this fantastic highly varied opportunity for you to enhance and build upon your office, operational management and project development skills and be part of our exciting future as we plan for ambitious growth and development over the next two years and beyond.

Of key importance is your ability to demonstrate a broad range of office management skills and project officer experience that will help move the work of the Foundation forward in implementation of a strong and ambitious development plan for the Foundation's future and in particular our Heritage Exhibition Centre and Garden as a vibrant, quality assured visitor attraction.

If you are not a perfect fit for the role but are enthusiastic, dynamic, and can demonstrate relevant transferable skills, we would also encourage you apply. You would need to be willing to learn quickly backed by guidance, direction and mentoring support.

The Centre Manager plays a pivotal management role in the success of the Foundation by undertaking a wide range of administrative, financial and managerial functions in delivery of an effective and efficient daily operation ensuring a high standard of service. The position requires a combination of management, and interpersonal skills to achieve optimal results. The role will report directly to the General Manager and be responsible for the line management of our team of volunteers. The postholder also works closely with our various partners, including many local organisations, and across the wider community.

We are based in The Adam Smith Heritage Centre, Kirkcaldy in an impressively renovated Category C-listed building, endeavouring to retain the fabric features of the structure from its earliest existence. The upper floor is utilised as office accommodation, while the ground floor is designated as the Adam Smith Exhibition with access leading to the Adam Smith Garden.

We promote an accessible and inclusive approach to our historical heritage and seek to deepen people's sense of wellbeing, belonging and pride in place through learning and appreciation of the life of Adam Smith inviting all to explore, enjoy and feel part of. Community engagement, education and involvement are key to achieving our aims.

For a more detailed job description and an information pack please email:
gordon@adamsmithglobalfoundation.com

Applications will be by covering letter and CV.



The closing date for applications is Wednesday 17th April 2024. Interviews will be scheduled from week commencing 22nd April 2024.

For more information, please visit the Adam Smith Global Foundation website

Job Title: Centre Manager**Location: Adam Smith Heritage Centre, Kirkcaldy****Position Type: Part Time****Hours: 21 hours per week (flexible working available with occasional evening and weekend working)****Salary: £25,000 to £30,000 pro rata (salary commensurate with experience)****Contract: 2 Years Fixed Term Contract (with the potential for extension subject to funding and delivery outcomes)**

The Adam Smith Global Foundation founded in 2012 in Adam Smith's birth town of Kirkcaldy aims to deliver initiatives that will commemorate his work on an international scale, as well as raise awareness of the role that Kirkcaldy played in his life.

In delivery of the initiatives the Adam Smith Global Foundation has impressively renovated a Category C-listed building over two phases, endeavouring to retain the fabric features of the structure from its earliest existence. The upper floor is utilised as office accommodation, while the ground floor is designated as the Adam Smith Exhibition with access leading to the Adam Smith Garden.

We offer this fantastic highly varied opportunity for you to be part of the future of the Adam Smith Heritage Global Foundation team.

Working with the General Manager, committed volunteers, and Trustees, we are looking for an individual who can demonstrate varied operational skills at the Centre which seeks to attract visitors from the community, nationally and internationally. Of key importance is your ability in demonstrating office, operational and project management experience that will help move the work forward in implementation of a strong and ambitious plan for the Foundation including the future of our Heritage Exhibition Centre and Garden providing the best possible experience as a vibrant, quality assured visitor attraction. This is a highly varied exciting opportunity to enhance and build your skills in a heritage and culture setting.

If you would like to find out more about the opportunity please view the [Job Description and Person Specification](#) or email sally@adamsmithglobalfoundation.com

To apply, please submit your CV and a cover letter explaining your interest in the role and how you meet the person specification either by

Email attachment to: gordon@adamsmithglobalfoundation.com

or

Post (marked private and confidential) to:

Dr Gordon Povey

General Manager, Adam Smith Global Foundation

Adam Smith Heritage Centre

1 Adam Smith Close

Kirkcaldy KY1 1HL

The closing date for applications is: - Wednesday 17th April 2024

Interviews will take place from week commencing: 22nd April 2024

JOB DESCRIPTION

Adam Smith Heritage Centre: Centre Manager

Post title	Centre Manager
Reports to	General Manager
Responsible for	Community Volunteers
Location	Adam Smith Heritage Centre, other event locations and with option for some home working
Hours	21 hours per week
Salary	£25,000 to £30,000 pro rata (salary commensurate with experience)
Length of contract	2 Years Fixed Term Contract (with the potential for extension subject to funding and delivery outcomes)
Flexibility	Flexible working hours are available with occasional evening and weekend working
Notice period	4 weeks
Annual leave	28 days per annum including public holidays (pro rata)

Overall Responsibilities:

- The role is pivotal in overseeing the smooth day to day running of the office by undertaking a range of administrative, financial, operational and managerial tasks that ensures the efficient and effective functioning of the Foundation and Heritage Centre.
- Tasked with the operational management of the Heritage Centre and Garden and events.
- Providing management support in identification of potential funding/grant streams and preparing funding applications.
- Management of volunteers, implementing policies, and ensuring a high standard of service delivery to meet the needs of clients, partners and visitors.

Key Responsibilities:

Strategy and Planning

- Assist and support the General Manager in the coordination, organisation, project management and reporting on all activities related to the development and delivery of the Foundation's strategic aims.
- Assist and support the General Manager in delivery of a Fundraising and Income Generation Strategy.

Financial Administration and Management

- Responsible for the day-to-day management of the Foundation's financial transactions and procedures including payroll processing and VAT returns.
- Preparation, monitoring and management of the Foundation's operational budgets and financing alongside General Manager with financial reporting to the Board of Directors monthly meetings.
- Maintain statistical and financial records in compliance with regulatory requirements and terms and conditions of grants.
- Oversee grants and funding alongside General Manager.

Staff and Contractor management

- Provide line management support to the team of volunteers and any future appointments.
- Support the management of projects including events management and overseeing work undertaken by third party contractors.

Governance

- Help the Board improve governance and decision making in its operational effectiveness and other organisational aspects identified for improvement.
- Support the Board in preparation and monitoring of Foundation's strategic plan, fundraising strategy and budgets as required.

Organisational operations

- Oversee all operational requirements with regards to policies, procedures, licensing and systems in compliance with regulatory requirements to ensure the smooth running of the Foundation.
- Manage all administrative functions ensuring that the Foundation's office processes and procedures are efficient and effective.
- Ensure that the Foundation has appropriate equipment, materials, and integrated IT infrastructure to produce efficient administration.
- Monitoring the quality of services provided to ensure we maintain appropriate customer service standards.
- Assist with the organising and implementation of the Foundation's event programmes.
- Promoting, marketing and development of the Foundation.

Communications

- Work with General Manager in development of a comprehensive communications and engagement plan, and thereafter oversee its delivery.
- Support with website and social channels maintenance.
- Deal promptly with enquiries, complaints, and emergencies.

- Foster positive engagement by facilitating open communication with the local community, visitors, business and community partners.

Partnership working

- Liaise with our partners, funders, local community groups and the wider community as required.
- Act as the Foundation's representative and 'ambassador' at meetings, speaking engagements and events and activities relevant to the post and its functions.

Other

- Undertake such other duties as may be reasonably required by the Directors of the Adam Smith Global Foundation.

PERSON SPECIFICATION

Centre Manager: Adam Smith Heritage Centre

CATEGORY	ESSENTIAL	DESIDERABLE	HOW IS ASSESSED
Qualification	Good standard in secondary education with a minimum of 5 National 5 grades (or equivalent) including English Language	Higher or Further education qualification in a relevant subject Evidence of continual personal development	Application, Certificate
Related Experience	<p>Previous experience of working in a similar role or in a site management, public-facing and/or heritage setting</p> <p>Experience of working on your own initiative and as part of a team</p> <p>Experience of financial and/or resource management</p> <p>Managing budgets and resources</p>	<p>Experience of engaging with residents and community groups</p> <p>Experience of working within the public sector or charities sector</p> <p>Success in securing external funding</p> <p>Experience of working with volunteers</p>	Certificate, Application & Interview
Skills and abilities	<p>Knowledge/awareness of office/project management</p> <p>Ability to be creative and imaginative</p> <p>Good communication, interpersonal and writing skills</p> <p>Good organisational and time management</p>	<p>Experience of working in an office environment</p> <p>Good understanding of charities sector</p> <p>Experience dealing with the public in a</p>	Certificate, Application & Interview

	<p>skills with the ability to multi-task</p> <p>Good presentation skills and the ability to speak confidently to a range of audiences</p> <p>Excellent team working skills</p> <p>Proficient in the use of IT, computers, and associated software</p> <p>Good level of literacy and numeracy</p> <p>Ability to manage complex and competing demands to deadline and budget</p> <p>Exceptional personal administration and organisational skills</p>	<p>professional manner</p>	
Other requirements	<p>Willing to work occasional weekends and evenings</p> <p>Willing to undertake appropriate training</p> <p>Flexible approach to working hours</p> <p>A commitment to the aims, objectives and vision of the Adam Smith Global Foundation</p>	<p>First Aid qualified</p> <p>Full UK Driving Licence</p>	<p>Certificate, Application & Interview</p>

Appointments are subject to a satisfactory PVG background check

**HERITAGE CENTRE MANAGER
MAIN EMPLOYMENT TERMS & CONDITIONS**

1. SALARY: £25,000 to £30,000 pro rata (salary commensurate with experience)

2. CONTRACT: 2-year Fixed Term Contract (with the potential for extension subject to funding and delivery outcomes)

3. WORKING HOURS

21 hours per week (flexible working available with occasional evening and weekend working). A full-time working week is 36hours

4. OVERTIME:

A time off in lieu (TOIL) system is in operation as per the policy and must be agreed with the General Manager.

5. ANNUAL LEAVE ENTITLEMENT

Part-time employees are entitled to the equivalent of 28 days of annual leave including public holidays pro rata.

6. DISCLOSURE SCOTLAND – PROTECTION OF VULNERABLE GROUPS (PVG) SCHEME

The Heritage Centre Manager position is subject to a PVG background check.

7. BUSINESS MILEAGE

Business mileage is reclaimed at HMRC rates.

8. PENSION

Automatic enrolment. Employer contribution 3%. Employee minimum contribution 5%

9. EQUALITY AND DIVERSITY

The successful applicant must understand equality and diversity principles and comply with Adam Smith Global Foundation equality and diversity policies.

10. HEALTH AND SAFETY

All team members are responsible for the implementation of the health and safety procedures in so far as it affects them, their colleagues and others who may be affected by their work. The successful applicant is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made as necessary.