

**WE'RE HIRING
A NEW LEADER.
ARE YOU READY
TO JUMP IN?**



Victoria Baths Trust Director Role 2024

About Victoria Baths

Victoria Baths is a well-loved heritage and events venue in Manchester. It opened in 1906 to improve the health and wellbeing of the people of Manchester, offering public baths, swimming and recreational and cultural activities. It is recognised as the UK's finest Edwardian-era municipal swimming pool complex, with iconic green tiles, exceptional architecture and beautiful stained glass.

After it closed in 1993, the Victoria Baths Trust was set up and, with a wonderful group of volunteers, has worked ever since to protect the buildings, to make them accessible, enable the study of our history and to keep Victoria Baths at the heart of the cultural life of the city.

Today, Victoria Baths is a place to discover, experience and celebrate. We now have ten employees, led by a Director, responsible for a varied programme of events for the local community and visitors to the city which generate income to help maintain the buildings.

Our charming, historic and quirky buildings have also attracted film-makers and global brands who value our authentic heritage and excellent event management team. Slow deterioration over time means repairs are now needed to prevent permanent damage (the Grade II* listed buildings are on the Historic England 'Heritage At Risk' register). Therefore, we continue to work closely with Manchester City Council (MCC, who own Victoria Baths) to develop a programme of improvement works that will secure its future as a safe and sustainable multi-event venue.

The leadership opportunity

Our Managing Director has announced her plans to retire from Victoria Baths, and the Trust is now seeking a new leader with strategic vision grounded in project management, to take Victoria Baths forward.

In parallel, the Trust is also pleased to confirm that MCC has committed financial support for emergency repairs and asset management works which prepare us for future capital projects. To support this, we will also appoint a project sponsor who will act as a liaison between the Director, their staff team at Victoria Baths and the project team working for MCC.



The Role of Director

This is an outstanding opportunity for a mid-career leader in the heritage or events sector to make their mark.

You will lead a team of ten current staff covering events, building, finance and engagement, and a project sponsor to be appointed. You will work with the staff team, Trustees and volunteers to drive our new strategic objectives and to bring our values to life.

You will be responsible for the successful completion of the scoping project by Manchester City Council which is due to start in 2024 and, ultimately, a programme of building improvement works expected to start in 2025 and which are likely to take around five years to complete.

At the same time, Victoria Baths will continue to operate as an events venue, visitor attraction and community resource, generating sufficient income to cover staffing and other operating costs and its community engagement work.

This will undoubtedly be challenging during a period of major building works and it's vital that the Director has the skills and ability to motivate and encourage their team throughout this period.

This is an exciting opportunity for someone to see through a transformational building programme and the re-development of a well-loved cultural and community resource.

Our new Director is the person who will ensure that Victoria Baths continues to play a key role in the future of the city as well as protecting and promoting an important part of its social history.

In brief, we're looking for someone who will:

Be responsible for developing, managing and building the reputation of Victoria Baths as a cultural events space, visitor attraction and vital community resource set within an historic building.

Ensure the successful completion of a major capital building project, within budget and on time.

Since the Covid epidemic and its challenges for heritage building and event spaces all over the UK, we have taken the opportunity to reconsider our strategic objectives. For the future we are focusing our efforts on these four key objectives:

- A diverse offering of cultural and recreational events to enrich the lives of the city and its people, but also to generate income to underpin the strategic plan.
- A strong public engagement programme, putting Victoria Baths back at the heart of our local community.
- The conservation and careful development of our iconic buildings for the use of current and future generations.
- The creation of a Study Centre, making accessible the important national archives and collections housed at Victoria Baths.

Our Values

Victoria Baths is a friendly and welcoming space that is here for everyone.

We create positive experiences that make people feel good.

We take care of the building, share its stories, and help to build new memories.

We find creative ways to reduce our impact on the environment and influence others to do the same.



Responsibilities

1. Leadership and management. Lead a team of four managers and their staff to achieve the organisation's objectives. Empower and coach them to deliver their objectives, providing feedback on their performance and supporting their development. Recruit new members of staff.
2. Strategy. Work with the Board of Trustees to develop and deliver Victoria Baths' Strategic Plan, and its objectives and activities, including a major capital building project.
3. Financial Management. Responsible for the financial performance of the organisation, ensuring that income and expenditure are carefully monitored, and set targets for income generation which are both challenging and realistic. Increase income raised through grant funding, agreeing targets with the Board of Trustees.
4. Development. Build strong external relations with relevant bodies and funders including Manchester City Council, National Lottery Heritage Fund, Arts Council and others. Develop and implement a fundraising strategy and plan to support Victoria Baths' work. Liaise with major donors. Act as lead spokesperson for the organisation in meetings and media interviews.
5. Governance and Compliance. Keep abreast of current legislation and best practice and ensure compliance with health and safety, employment, charity law and relevant licences (e.g. Premises, Markets). Advise Board of Trustees on governance issues.
6. Any other tasks as may reasonably be required from time to time.

Salary and Employment Details

Salary scale: £45,551 to £48,474

Hours: 35 hours a week (full time)

Employed by: Victoria Baths Trust and Victoria Baths Trading Ltd

Reporting to: Chair of Trustees

Work-related Conditions

Our new Director will:

Promote equality, diversity and inclusion throughout the organisation.

Identify their own training needs and take part in regular performance reviews with the Victoria Baths' Chair of Trustees.

Work flexible hours with some weekend and evening work. The role requires them to be office-based much of the time; limited working from home would be acceptable.

Demonstrate the values of the organisation in their day-to-day work.



Person Specification:

Essential

1. Knowledge and experience of the management, maintenance and operation of historic buildings.
2. Knowledge of Victoria Baths, its history and architectural significance.
3. Experience of delivering a significant capital building project, working with multiple stakeholders, project managers, consultants and contractors.
4. Experience of developing and delivering a strategic plan; preferably for a cultural, arts or heritage organisation.
5. Excellent leadership and people management skills; experience of managing, motivating and inspiring teams of people.
6. Excellent communication skills, in particular the ability to deal with a range of contacts at all levels, from Trustees to donors, funding bodies, local community representatives, the press and the general public.
7. Good financial management skills and an entrepreneurial mindset; including an understanding of the need for commercial success alongside the delivery of community responsibilities. Experience of delivering to budget.
8. Knowledge and experience of funding streams open to arts, heritage and community projects. Track record of securing funding for projects and core costs.
9. Understanding of the importance of heritage, art and culture to local communities, particularly with regard to their wellbeing.

Desirable

1. Experience of the conservation of listed buildings.
2. A comprehensive network of contacts within the North West arts and heritage sector.
3. Demonstrate project delivery experience.
4. Experience of working with a charitable Board of Trustees.
5. Experience of venue licensing requirements.

Disclosure and Barring Service Checks (DBS)

Victoria Baths carries out checks, at a level appropriate for each role, as part of our recruitment process. Checks are completed through the Disclosure and Barring Service, following a successful interview and conditional offer. Details of these checks are restricted to the Board members on the appointment committee. If you have questions about the DBS service please visit <https://www.gov.uk/government/publications/dbs-application-forms-guide-for-applicants>

Overseas Applications

Victoria Baths is not currently a sponsor organisation for those applying from outside of the UK. This means that we will be unable to sponsor applications for a work visa from those who live outside of the UK and do not currently hold the right to work. For more information on whether or not you need a Visa to work in the UK please go to <https://www.gov.uk/check-uk-visa>



How to Apply

Please complete the application form, which you can download from our website, and return it by email to archie@victoriabaths.org.uk by 5pm on Wednesday 15 May. Applications received after this date will not be considered.

You're welcome to attach a cover letter and/or CV if you wish but only applications with a completed application form will be considered for interview and our shortlisting process will rely upon the application form.

We are aiming to interview shortlisted candidates on Thursday 23 May at Victoria Baths, Hathersage Road, Manchester M13 0FE.

What will happen next?

We will advise all candidates who are shortlisted for interview, and all candidates who were unsuccessful, by 5pm Friday 17th May. We are sorry but we won't be able to provide feedback on unsuccessful applications.

If you are shortlisted for interview and have any access needs, please do let us know and we will try our very best to accommodate these. If you are invited for an interview and have to travel any distance, please let us know and, if possible, we will try to arrange an interview time to suit.

The interview process will include the opportunity for a brief look around Victoria Baths (not a full tour which takes at least an hour!) and an informal meeting with some of our staff team, as well as a formal interview based upon your application. We may ask interview candidates to prepare a short presentation on a particular aspect of Victoria Baths and its work.

We very much look forward to receiving your application.

Gwyneth Brock, Trustee
Suzanne Donovan, Vice Chair of Trustees
Malcolm Knight, Trustee and Chair of Building Development Group
Bernard Priest, Chair of Trustees

On behalf of Victoria Baths Trust - April 2024

Questions?

If you have any questions about the role, your suitability, or Victoria Baths and its plans for the future, please contact our Vice Chair of Trustees at **Suzanne@SuzanneDonovan.co.uk** to arrange an informal chat. She will be delighted to speak to you.

For an application form click below

www.victoriabaths.org.uk/job-vacancies

