

Job Title	General Manager
Hours	39 hours per week to be worked on an average basis in accordance with business need. Time off in lieu may be permitted subject to the needs of the business.
Salary	£35,000 pa Option to join Pension scheme
Responsible to.	Chair of the Board of Trustees
Role Definition.	The General Manager is the chief executive officer of Shambellie House, reporting to the Chair of the Trust. The GM will be responsible for leading a small team developing marketing and delivering a full programme of courses at Shambellie.

What you will do

The key responsibilities are programming, booking, and running the courses; liaising with tutors/Curriculum Development group to develop the course programme; recruiting and managing the permanent staff; and developing and managing the finances. Developing and implementing a clear Marketing Strategy. Direct line management: Caretaker, Cleaner/s and Admin Assistant.

Key tasks

- Develop the future course programme and pricing structure
- Manage the relationship with tutors
- Establish and run the Curriculum Development Group to ensure that it adds value to the curriculum and can effectively mentor potential Tutors
- Manage the relationships with key stakeholders, to include tutors, funders, the New Abbey and wider Dumfries and Galloway communities, local accommodation providers and public agencies
- Develop and implement a marketing strategy for the courses
- Ensure the courses run to time and budget
- Manage the finances of the house and prepare management accounts for the Board
- Recruit and manage the permanent staff, including training
- Service the Board and ensure that it meets its statutory obligations as a community benefit society and a charity.

- Arrange and manage contracts for the provision of services including catering and IT
- Manage the building and arrange contracts for the supply of all necessary services
- Take responsibility for all HR issues, including employment policies, health and safety, risk assessments, and delegate as necessary

Who You Are?

- An engaging and outgoing self-starter who can motivate others
- Hold yourself to the highest ethical standards and be a positive advocate for the project
- Have previous experience in special interest holiday market
- Have an understanding of the requirements of good hospitality and education
- Have account management and sales experience
- Possess a high level of computer skills on macs and/or PCs
- Experience of managing and motivating staff.