Hastings Borough Council

# Job Description

## Job Title

Foreshore Trust Manager

## Directorate Foreshore trust

**Grade**

2

## Reports to Lead officers for the Foreshore Trust (Director of Place, Chief Legal Officer and Chief Finance Officer)

May also take relevant operational direction from other senior managers who work on FST Assets.

## Location

Muriel Matter House/hybrid - Hastings (travel to work area) based

## Purpose of the Job

We are seeking an experienced and passionate senior manager to help develop and realise the vision of the Hastings and St Leonards Charitable Foreshore Trust (The Charity).

The senior manager will be responsible for the strategic development of the Foreshore Trusts long term priorities, investments, income generation activities and the community grants programme with a regular updated business plan. The manager will then oversee the implementation of the agreed business plan by working with different delivery partners, council officers and organisations with interest in the future of the Hastings Foreshore land. This will also involve management of capital projects such as improvements to the White Rock Baths etc.

The role will also support the work of the Foreshore Trust Charity Committee, preparing reports and producing accurate monitoring data against outputs, KPIs and budgets for the members as and when required.

Significant liaison and partnership working with the charity’s two advisory groups: Coastal Users Group and Grant Advisory Panel will be required/

The programme of activities identified in the business plan will take a place-based approach, empowering and working with local communities to shape, influence and deliver the variety of ideas and interventions which may be agreed.

Details on the Foreshore Trusts history and activities can be found here - [Who are the Hastings & St Leonards Foreshore Charitable Trust?](https://www.hastings.gov.uk/my-community/foreshoretrust/who/)

## Main Responsibilities

Please see purpose of the job and in detail:

* Continuous strategic development of the of the work of Foreshore Trust Charity Committee.
* Ensure development of a clear business plan with the Charity Committee and maximise income and expenditure within the time framework of the plan.
* Coordinate, monitor and deliver activities identified in the Business Plan.
* Manage major capital programmes as needed
* Commission organisations to deliver activities that meet the objectives of the Foreshore Trust.
* Support and undertake consultation activities with businesses, residents and community groups, and promote the work of the Foreshore Trust and the opportunities offered.
* Work cooperatively with members of the Charity Committee, those with interest in the foreshore land, and various HBC Council managers to develop and realise the ambitions and activities of the trust.
* Produce accurate monitoring reports against outputs, KPIs and budgets, for programme reporting and grant monitoring.
* The role will also oversee the management of the Foreshore Trust Grants Programme by working with the Foreshore Trust Compliance and Liaison Officer.
* Participate in an annual performance appraisal based on agreed objectives that are linked to the Council’s corporate objectives and priorities.
* Ensure that all duties and services provided are in accordance with the Council’s Equalities and Diversity policies and procedures.
* To comply with individual responsibilities, in accordance with work role for health and safety in the workplace.
* Undertake such other duties and tasks appropriate to the grade and character of work such as changes in information systems and new technology as may reasonably be required. Therefore, the above list of key result areas in this job description should not be regarded as exclusive or exhaustive.

The key result areas to this post are set out in this job description. It should be noted that the Foreshore Trust Charity Committee reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

Hastings Borough Council

# Person Specification

## Job Title

Hastings Foreshore Charitable Trust Manager

## Directorate

Regeneration & Culture

## HBC Grade (tbc)

Grade 2

## Reports to Director of Place, Chief Legal Officer and Chief Finance Officer

## Location

Muriel Matter House/hybrid - Hastings (travel to work area) based

## Essential Requirements

### Qualification

1. Educated to degree level or equivalent experience

### Experience

1. Experience of leading small to medium sized bodies, developing and implementing their strategic plans
2. Experience of working with organisational committee members
3. Experience of partnership working within statutory and voluntary sector settings
4. Capital programme management
5. Demonstrable experience in project delivery
6. Working with monitoring and evaluation systems and processes
7. Project Management experience
8. Producing and reporting on strategies, budgets and outputs to the Charity Committee.
9. Experience of relatively complex budget management, presentation and reporting

### Knowledge

1. Knowledge of charity governance, financial regulations, and public sector funding.
2. Understanding of capital projects and infrastructure funding.
3. Understanding/knowledge of equality/diversity and community cohesion best practice and related issues
4. Good understanding of the barriers to inclusion and issues of health and wellbeing
5. Knowledge of good practice in the fields of economic inclusion and neighbourhood regeneration
6. An understanding of the needs of employers

### Personal Aptitude and Skills

1. Able to maintain effective working relationships at an internal and external level
2. High degree of interpersonal and communication skills
3. Highly organised
4. Ability to monitor and evaluate project delivery
5. Creative thinking and ability to generate ideas
6. A good working knowledge of standard IT packages such as Word; Excel; PowerPoint; Outlook.
7. Able to work to tight deadlines under pressure
8. Strong leadership, negotiation, and relationship management skills.
9. Ability to interpret complex financial and legal documents.
10. Excellent written and verbal communication skills.
11. Ability to prioritise competing demands and manage multiple projects simultaneously.
12. Proficiency in Microsoft Office and contract management software.

### Behavioural Approach

1. Flexible
2. Self-motivated
3. Empathy and understanding when dealing with members of the community
4. Ability to work as part of a team and on own initiative
5. Persuasive and inspirational
6. Innovative

### Circumstances

1. Able to attend evening and weekend meetings and events

****The above qualities will be assessed in the first instance on the application form and again at the interview stage if shortlisted.****

## Desirable Requirements

Knowledge of Local Authority Accounting SORP Guidance and Charity Commission regulations.

Experience in coastal asset management and public space infrastructure projects.

Background in policy development and business case preparation

### Qualification

Educated to degree level or equivalent in regeneration or public policy related field.

Project Management Qualification- Prince 2.

### Experience

Experience of relatively complex budget management, presentation and reporting

### Knowledge

Knowledge of working with charities

Knowledge of coastal issues and maintenance / enhancement of foreshore land

In-depth knowledge of working with disadvantaged communities.

Sound knowledge of issues affecting local business growth

### Personal Aptitude and Skills

Skilled in working with hard-to-reach groups

Project development skills