

Ymddiriedolaeth
Cwm Elan
Elan Valley
Trust

Business Manager

Salary: Anticipated to be in the range of £35,000-£40,000, commensurate with experience

Hours: 37.5 hours per week

Location: Elan Estate Office, Elan Village, Rhayader, Powys, LD6 5HP

Job Overview: Elan Valley Trust (formally known as Welsh Water Elan Trust, Charity Number 1001347) is looking to appoint an exceptional Business Manager to play a central role in our Management Team, ensuring effective and efficient operational delivery on all matters relating to the running of the charity including; Compliance (including with Charity Commission obligations), Finance, Insurance, Human Resources and Health and Safety.

As the Trust's Business Manager, you will be expected to support the Estate Manager in implementing the strategic, financial and management objectives set by the Board of Elan Valley Trust. You will advise the Estate Manager and Board on financial matters and lead on charity governance matters. This role will have responsibility for administrative management, and will take a lead role in health and safety.

The successful candidate will be experienced at a senior level and be able to organise, lead and motivate staff. You will need to be an excellent communicator who is able to demonstrate good interpersonal skills allied with a drive to help the Trust develop and improve.

Candidates should have recognised qualifications in business or charity management, finance, or law. Significant experience equivalent to the qualifications outlined will also be acceptable. Experience in the charity sector is desirable but is not essential.

Job Context: The Welsh Water Elan Trust (Elan Valley Trust) is a registered charity which was established by Dŵr Cymru Welsh Water in October 1989 to manage the majority of the 50,000 acre Elan Estate in Mid Wales by virtue of a 999 year lease at a peppercorn rent.

Elan Valley Ltd is the sole corporate trustee, of the charity. The Board of Directors make decisions on behalf of the charity. There are currently nine Directors.

The objects of the Charity embrace nature and landscape conservation, public access and recreation, education and other charitable purposes.

The Estate is situated at the heart of Cambrian Mountains to the West of the market town of Rhayader and forms the upland gathering grounds around the Reservoirs in the Elan and Claerwen Valleys which primarily supply water to the West Midlands but also to parts of Mid and South Wales.

Given the nature of the Estate a rental residential property could be available to the successful candidate on a long or short term basis.

Closing Date: 26th February 2021

JOB DESCRIPTION:

Job Title:	Business Manager
Accountable to:	Estate Manager
Contract	37.5 hours per week Permanent Contract

Note: These are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties.

Main Responsibilities:

As a member of the Trust's senior management team, the successful candidate will contribute to implementing the strategy, operational procedures and management of the Trust.

The selected candidate will be responsible, through the Estate Manager, to the Board for the development, management and operation of the Trust's business functions, systems and procedures (e.g. financial, HR, legal, IT, communications, insurance, health and safety, and safeguarding).

The successful candidate will lead on the Trust's compliance with matters related to its' charitable status, including engagement with the Charity Commission.

Be responsible for a small team of staff including day-to-day management, development, recruitment and retention.

Typical Tasks and General Responsibilities

1.1 General

- 1.1.1 Attend Board meetings, and sub-committee meetings as required, in order to report to and advise the Board on all business functions.
- 1.1.2 Arrange and attend the Finance and Audit sub-committee. Ensure actions from the committee are followed through.
- 1.1.3 As a member of the senior management team plan and manage change in accordance with the Trust's strategic plan and the requirements of the Estate Manager.
- 1.1.4 Lead and manage staff and external providers associated with the Business Manager role.

1.2 Financial Management

- 1.2.1 Evaluate information, consult, and work with the Estate Manager to prepare a realistic and balanced budget for submission to the Board, including proposing budget revisions in response to unforeseen events.

- 1.2.2 Support strategic financial planning and carry out robust operational financial management to ensure value for money. Financial planning to include analysis of trends, and forecasting.
- 1.2.3 Provide regular, up-to-date budgetary information to facilitate operations and planning.
- 1.2.4 Identify and inform the Estate Manager and Board of the causes of significant variance from budget.
- 1.2.5 Train and advise staff on effective and efficient management of budgets.
- 1.2.6 Advise the Estate Manager and Board if fraudulent activities are suspected or uncovered.
- 1.2.7 Manage external service providers including accountants, tax advisors, investment advisors, insurers, auditors, and pay roll providers.
- 1.2.8 Develop, implement and monitor compliance policies (e.g. Data Protection, H&S, and pay).
- 1.2.9 As part of the senior management team, identify opportunities for additional revenue and funding to support the Trust's strategic plan and charitable objectives, including presenting timely and fully costed proposals, recommendations or bids.

1.3 Administration Management

- 1.3.1 Lead and manage the administrative function.
- 1.3.2 Assess existing systems (including IT systems and software packages) and, using the principles of continuous improvement, maintain or improve these systems to deliver the Trust's objectives, including delivering value for money.
- 1.3.3 Ensure administrative systems are legally compliant and deliver compliant outcomes.

1.4 Compliance and Risk Management

- 1.4.1 Assess, together with the Estate Manager, existing compliance and risk management systems and strategies and ensure that they are fit for purpose (e.g. charitable status, health and safety, employment).
- 1.4.2 Implement, manage and monitor compliance and risk management systems.
- 1.4.3 Remain up-to-date on and advise the senior management team and Board on compliance and risk management.
- 1.4.4 Carry out compliance and risk reporting (e.g. Charity Commission).

1.5 Human Resource Management

- 1.5.1 Assess, implement and improve recruitment, onboarding, performance management, training and development, grievance, disciplinary and redundancy policies and procedures, to ensure that they are fit for the purpose of the Trust's strategy, are fair and compliant.
- 1.5.2 Lead, manage and develop their own team, and contribute to the development of the senior management team and any business unit leaders, delegating as appropriate. Contribute to workforce planning.

1.5.3 Remain up-to-date on and advise the senior management team and Board about employment-related matters including compliance.

1.6 Public Relations Management

1.6.1 Work with the senior management team to assess, implement and improve the Trust's public relations policy.

1.6.2 Manage staff responsible for communication and public relations.

PERSON SPECIFICATION

Job Title: Business Manager

The specifications below are indicated as being essential or desirable for this post:

Qualifications	Essential	Desirable
Relevant degree or higher education qualification		✓
Industry qualification such as Financial qualification, e.g. AAT/CIPFA/CCAB/DSBM/ADSBM or Health and Safety IOSH qualification		✓
Full driving licence, preferably clean, and access to a vehicle	✓	
Knowledge and understanding		
Understanding the principles of business management	✓	
Understanding of the principles of accounting and finance management, policies and standards	✓	
Understanding of investments and investment portfolios		✓
Understanding of the principles of Human Resources and management of such	✓	
Understanding of current insurance practises and policies		✓
Understanding of the differences in charity and business legislation		✓
Understanding of the Charity Commission and reporting guidelines		✓
Recent and relevant experience		
Business management	✓	
Managing the accounting and financial practises of a business or charity	✓	
Managing teams	✓	
Experience of report writing, and strategic planning to Board level		✓
Organising and prioritising a competing workload	✓	
Training and experience in delivering Health and safety best practise and policy		✓
Skills		
The ability to apply analytical, interpretive, evaluative, creative and innovative thinking skills to adapt and develop new solutions	✓	
Excellent written and verbal communication skills	✓	
Welsh Language Level A1 or better: The ability to introduce yourself and others, the ability to ask and answer questions about basic information e.g. where someone lives and works, what they like to do, discuss personal details, times and numbers or the willingness to achieve this level within 24 months of appointment.	✓	
Excellent financial management skills	✓	
Working knowledge of HR	✓	
Working knowledge of relevant policies / legislation / codes of practice	✓	
A wide range of IT skills including word-processing, spreadsheets, social media & design	✓	
Personal qualities		
The ability to work effectively with people from a wide range of disciplines	✓	
Able to work co-operatively as part of a team	✓	
Able to work effectively under pressure	✓	
Self-motivation	✓	
Able to motivate others	✓	

APPLICATION & INTERVIEW PROCESS:

Your application must be in the form of a Curriculum Vitae and covering letter, and must reach the Deputy Estate Manager via email or by post by no later than **12pm on Friday 26th February 2021**. Please mark for the attention of: Charlotte Harley, Deputy Estate Manager, Elan Valley Estate Office, Elan Village, Rhayader, Powys, LD6 5HP; or charlotte@elanvalleytrust.org

Please also include the names, addresses (including email addresses, if available) of 2 referees who we may contact.

Please also provide us with your full name, phone number and postal and/or electronic address in order that we may confirm receipt of your application.

Interview: The Selection Board will normally consist of a minimum of four interviewers who will question you mainly in connection with your academic and/or work experience and your job-related achievements. The Selection Board's main aim will be to gain an insight into your ability to carry out the post effectively and efficiently. You may also be asked to undertake a task / give a short verbal presentation as part of your interview, exact details of which will be confirmed. The successful candidate will be offered the post, subject to satisfactory references and will also be asked to provide:

- 🏠 Confirmation of the Right to Work (UK Passport or Work Visa).
- 🏠 They will then be expected to take up the post as soon as possible thereafter.

Equal Opportunities: We are committed to equal opportunities and welcomes applications from all age groups and sections of the Community. Subject to the law, no applicant for a staff appointment or member of staff will be treated less favourably than another. Employment with the Elan Valley Trust and progression within employment will be determined only by personal merit and their ability to complete the job. We do this by applying criteria which are related to the duties and conditions of each particular post and the needs of the institution concerned.

We will consider applications for employment on a part-time, job-share, or other flexible working basis, even where a position is advertised as full-time, unless there are operational or other objective reasons why it is not possible to do so.

As this post will involve contact with a mixture of people, any candidate provisionally offered the position will be asked to complete a Standard Disclosure and Barring Service check.

Main conditions of employment

Job title:	Business Manager
Employment start date:	As soon as possible
Place of work:	Elan Estate Office, Elan Village, Rhayader, Powys, LD6 5HP.
Salary:	Anticipated to be in the range of £35,000-£40,000, commensurate with experience
Pension:	The Manager is entitled to join the Elan Valley Trust pension scheme.
Probationary period:	This post is subject to a six month probationary period.
Duration:	Permanent
Hours:	37.5 hours per week , but working hours will be flexible and will include some evening and weekend work. Time off in lieu will be allowed for overtime worked.
Annual leave	The annual leave entitlement is 20 days per annum (pro rata for part time) plus statutory public holidays.
Use of vehicle	Costs of own vehicle use may be claimed at the prevailing EVT mileage rate.
Closing date:	12pm on Friday 26th February 2021
Interview:	Interviewees will be invited within two weeks of the closing date. Depending on the prevail COVID 19 lockdown rules, an interview will most likely take place virtual, with a follow up meeting at Elan Estate Office, Elan Village, Rhayader, Powys, LD6 5HP.