



## Mount St Mary's College / Barlborough Hall School

### Job Description

<b>Job Title:</b>	Enterprise Manager
<b>Department:</b>	Mount Enterprises
<b>Location:</b>	Mount St Mary's College and Barlborough Hall School
<b>Hours of Work:</b>	40 hours per week
<b>Responsible to:</b>	Bursar

The main purpose of the role is to develop and manage all commercial and letting activities across Mount Saint Mary's and Barlborough Hall School sites, primarily through Mount Conferences Ltd. This will include: facility and venue hire, residential lettings, summer camps and school shops, operating both independently and as Joint Ventures with partners.

The role will include the development, review and implementation of new business strategies, ensuring revenue and profit targets are achieved through optimising the utilisation of all facilities, whilst maintaining a clear focus on the needs of MSM and BHS.

Seeking and developing new business relationships with potential clients, whilst managing current business and developing new and innovative initiatives for business development and the delivery of profitable services to new and existing customers will be key.

### Main duties and responsibilities:

- Management and development of a profitable commercial lettings programme
- Management and development of all commercial events, functions, conferences, including sports activities
- To be the principal contact for all lettings and functions, ensuring full customer satisfaction
- Ensure income generation options are maximised through the use of all assets at MSM and BHS
- Management of all 3<sup>rd</sup> party contracts in the delivery of facilities and services to customers
- Leading while working closely with others in MSM to market and sell the use of facilities and provision of services at all available times
- Management of the uniform shop, including contractual negotiations to improve the service to parents and profit margins to MCL
- Manage and develop School Tuck Shops in conjunction with Housekeeping
- Develop grant /trust funding programmes to support the maintenance of existing facilities and the development of new initiatives
- Deliver agreed commercial income targets for MCL
- Assist in the delivery of the H&S programme, with particular emphasis on MCL activities, to include the maintenance of specific Risk Assessments and Accident Reports
- Identify opportunities for business growth and in conjunction with the Marketing and PR Manager define and implement a marketing plan to promote these
- Drive the business forward, providing vision, inspiration and high professional standards

- Develop reporting procedures and systems for collection of data and managing KPIs where appropriate
- To attend events, or to ensure that events are managed by a suitably qualified and competent member of staff
- Recruit, train, develop and manage enterprise staff as required

### **People Management**

- Manage and coordinated internal staff at events and functions, together with external contractors
- Promote high standards through personal example and roll out through the teams so that each member understands the standards and behaviours expected of them

### **Training and Development**

With the Bursar identify your training and development needs to ensure you are up to date with all relevant legal, technical and operational practices through attending appropriate training.

### **Health & Safety**

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

Reporting all accidents and unsafe situations immediately to your line manager

- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare
- Following any training you receive when using any work item provided

### **All School staff are expected to:**

- Work towards and support the School's vision and the current objectives
- Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- Value, promote and advance equality and diversity
- Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process
- Undertake other reasonable duties commensurate within the grade as required from time to time

The above duties are not intended to be exhaustive and you may be required to carry out other duties commensurate with the post that are necessary to meet the needs of the School and maintain high standards of business practice.

This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

## PERSON SPECIFICATION

Enterprise Manager	Essential	Desirable	MOA
<b>EDUCATION &amp; TRAINING</b>			
Graduate or equivalent professional qualification		*	A/I
<b>WORK EXPERIENCE</b>			
Proven high quality experience of business development and associated financial management	*		A/I
Proven ability in the fields of hospitality, tourism, leisure and/or entertainment industries	*		A/I
Proven ability in contract negotiations, client liaison and management	*		A/I
An understanding of the licensing trade, legislation and good practice		*	A/I
An awareness of marketing, branding, image and style		*	A/I
Working in a School or College		*	
<b>SKILLS</b>			
Excellent communication skills	*		A/I
An analytical mind, capable of undertaking independent research and analysis	*		A/I
Good organisational and personal management skills with the ability to prioritise workload and meet deadlines	*		I
Good IT skills, including Email, Word and Excel	*		A/I
<b>PERSONAL ATTRIBUTES</b>			
High degree of personal motivation, initiative, energy, creativity and drive	*		I/R
Ability to work on own initiative and as part of a team	*		I/R
Able and willing to adopt a flexible attitude to working hours including being prepared to work regular evenings and weekends	*		I/R
Practical, willing to undertake whatever needs to be done	*		I/R
A strong work ethic with a 'can do' attitude.	*		I/R
An interest and empathy with the ethos and aims of independent education		*	I/R
Willingness and interest to become involved in all aspects of the life of MSM and BHS	*		I/R

Key: MOA = Method of Application; A = Application; I = Interview; Assessment = As; R = Reference; C = Certificate