



Registered charity 1148252

www.moorpoolhall.org.uk

JOB DESCRIPTION

Moor Pool Estate Office - Marketing & Administration Coordinator

Role: Marketing & Administration Coordinator Estate Office, Moor Pool

Employer: Moor Pool Heritage Trust

Reporting To: Chair of Moor Pool Heritage Trust

Salary: £20,800 pro-rated to a 20 hours per week basis.

Fixed Term: 12 months (with a view to extension)

Based at: Moor Pool Estate Office, The Circle, Harborne, Birmingham, B17 9DY.

Moor Pool Heritage Trust

Moor Pool Heritage Trust is locally rooted, representing the residents of Moor Pool Garden Suburb. Driven by a community mandate, it was formed in 2011 to keep the Grade II listed Moor Pool Hall open for community & public benefit after the previous owner threatened its closure & redevelopment. We successfully achieved this goal, raising £325,000 in 2013-14 through a local fundraising campaign & with National Lottery Heritage Fund support. The Hall & various community focussed sites - notably the Moor Pool, two tennis clubs, a bowling green & other green spaces – were acquired.

Since 2014, our strategy has had 4 key priorities: Community, Heritage, Education & Environment. We have run the community facilities successfully, remaining foremost a community business with a significant revenue stream coming from Hall hire revenue linked to community activities. We maintain over 70+ community allotments, and in 2017 developed an award winning Pocket Park (Nettlefold Garden). We have diversified our offer – bringing in more families, younger people & a wider education offer. We currently welcome over 8,200 visitors & customers per annum.

The Estate Office & Snooker Club

Moor Pool Heritage Trust has agreed to purchase the Moor Pool Estate Office & Snooker Hall from Grainger Plc in late summer 2023. This will complete the Trust's ownership of the Grade II heritage buildings on The Circle, the 'final piece of the Moor Pool jigsaw'.

We wish to convert the Lower Floor of the Estate Office into a vibrant multi-use community and business hub, whilst retaining the popular heritage Snooker Club on the Upper Floor.

Our aims are:

- The acquisition of a community building.
- Renovation and repair over time of this community asset bringing it fully to life again, in line with Grade II listed building requirements.
- Retention of a community sporting club.
- Setting up of a new community mixed use business consisting of meeting rooms, a community room and co-worker office space.

Purpose of the role

This post will take responsibility for developing the Estate Office into a sustainable business – meeting the needs of the local community and wider public, whilst conserving its heritage.

The role has 6 main elements:

- To plan and implement the transition of the present Estate Office Lower Floor into its new usage.
- Develop sustainable business revenue streams for the Estate Office (as appropriate within the charitable objectives of Moor Pool Heritage Trust), marketing the new office and community space to prospective users.
- Oversee the management and maintenance of the Estate Office.
- Project and contract management (minor refurbishment projects, regular user/supplier contracts)
- Manage the Estate Office's administration, including data processes, booking records and assisting in daily office needs.
- Periodic liaison with Harborne Tenants Snooker Club on the upper floor of the Estate Office.
- Develop, implement and monitor associated policies and procedures for the community mixed use space.

Key to successful delivery of the role will be the ability to balance community needs, heritage conservation, and long-term financial sustainability across the Hall and linked assets of MPHT.

There is considerable flexibility in the role, and you will be supported by an experienced and knowledgeable Trustee team, Hall Manager and Community & Engagement Officer.

Key responsibilities and accountabilities:

Setting up of the Facility

- Working with the Trustees, to set up the new facility, including:
 - Aligning the rooms to our business plan specification
 - Housekeeping, including entry/exit systems, office furniture provision, cleaning contract.
 - IT systems to manage bookings.
- Developing and implementing an effective Marketing and Communications strategy for the Estate Office – including website, printed literature and social media

Marketing & Business Development

- Ongoing marketing for the Estate Office (liaising with the Hall Manager and Community & Education Officer to ensure co-ordination of activities).
- Maximising revenue generation for the Estate Office
- Managing bookings for the Estate Office.

Facilities Management

- Overseeing the day to day running, maintenance and usage of the Estate Office
- Managing the day-to-day repairs for the Estate Office (as agreed by the MPHT Board of Trustees).
- Handling enquiries for office and meeting room space

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Administration

- Developing, recording and updating standard operating procedures for the Estate Office
- Working with the Chair to agree the budgets, control costs and monitoring the working income and expenditure budget for Moor Pool Estate Office and MPHT facilities.
- Developing and being responsible for the effective implementation of policies and procedures for Health & Safety, DDA, Equality and Diversity, along with Risk Management.

Experience and skills

Person Specification:

<p>It is essential that the post holder has:</p> <ul style="list-style-type: none"> • Experience of business development and revenue generation • Customer Service skills • Marketing and Communication skills and experience • Organisational skills • IT skills • A high degree of self-motivation and ability to manage own workload and to work to deadlines without close supervision. • A willingness to be flexible with hours as the role demands. • A commitment to the aims and objects of Moor Pool Heritage Trust. 	<p>It is desirable that the post holder has:</p> <ul style="list-style-type: none"> • Experience of property management/maintenance • Experience of community engagement activities • Event management skills and experience • Stakeholder management skills and experience
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