

Job Description 2021: Business Admin & Finance - 25 hrs/week

Job title	Business Administration and Finance Convenor
Department/Section	Hospitality Area
<p>Main purposes of job</p> <ol style="list-style-type: none"> 1. To administer Braziers' hospitality business 2. To promote the hospitality business 3. To support the other revenue streams: rentals and Braziers' own education events, Open Days etc. 4. Collaborate with the Community Meeting to develop and enhance our education programme 	<p>By managing and processing external bookings from initial contact to completion, maintaining clear records at every stage, issuing invoice requests and checking payments, with credit control as needed.</p> <p>Promoting Braziers' Hospitality business through agreed channels. Soft-selling the venue to prospective clients over the phone, via email, and when hosting site visits.</p> <p>By processing BPSISR-generated (internal) bookings and by working in collaboration with the Education Convenor and the Facilities Convenor. With internal bookings, the office needs to be covered at agreed times to facilitate the visitor experience, take payment, etc.</p> <p>Working with volunteers is an important part of this role. This could involve induction of volunteers and skills teaching: please keep a record of any training given.</p> <p>All our residents and workers are asked to consider how they could support our Education programme: this might be by direct teaching, but equally could be through hosting and friendly interaction with our course participants, perhaps by explaining Braziers or community living.</p>
<p>Key tasks</p> <ol style="list-style-type: none"> 1. Business administration 2. Financial administration 3. Strategic planning 4. Marketing and selling 5. Work with volunteers 	<p>To be a presence in the office at agreed times, answering the phone and replying to oncoming messages.</p> <p>Lead on organising the office into a functional working space. Work with the Facilities Convenor and Community Coordinator to keep stocks of consumables and make recommendations for IT hardware and software, rationalise systems and storage paying attention to data protection and access permissions.</p> <p>To work with our clients to meet their needs and matching them to available resources in consultation with the Hospitality Area and the Community Meeting. Communicating and recording information regarding bookings, such as group size, arrival time, departure time, dietary requirements etc to the Hospitality Area and Community Meeting.</p> <p>Assist with preparing for incoming visitors and assist the Community Coordinator in arranging extra cover on visitor weekends as needed.</p> <p>Assist the Preservation Team with campsite bookings.</p> <p>Answer queries from our bookkeeper and resolve points for action.</p> <p>Work with the Treasurer to set budgets.</p> <p>Keep a budget spreadsheet for every department and regularly review budgets with the budget holder.</p> <p>In collaboration with the Facilities Convenor and Treasurer, ensure that appropriate insurance cover is in place at all times.</p> <p>Work on finance proposals for large projects, to be presented to the Trustees.</p> <p>Be a signatory to the bank account along with the Bookkeeper.</p> <p>Oversee all day-to-day finance matters including authorising routine expenditures.</p> <p>Support the Treasurer with matters such as the preparing of audit paperwork.</p> <p>To collaborate with the Trustees of the Society, your colleagues and the Community Coordinator to create a development vision for Braziers Park's Education-based business enterprises.</p>

	<p>You will liaise with your colleagues in the Hospitality Area to make proposals to the strategic plan and assess capacity, bringing financial acumen to the discussion and advising on rates.</p> <p>Managing the overall shape of the bookings calendar each year in liaison with the Trustees (Committee of Management) and Community Meeting, responding to changes in focus away from revenue generation and towards Braziers' own Education delivery, rental income and a renewed Research focus.</p> <p>You will work closely with the Treasurer and the Bookkeeper to ensure that the financial constraints of the plan are adhered to, and that financial reporting is timely and accurate.</p> <p>Working with the Community Coordinator, hold the vision of the strategic plan for the community.</p> <p>Developing marketing plans (in terms of product types, pricing, and promotion) in conjunction with the relevant areas and the Community Meeting.</p> <p>Work with volunteers and other residents when appropriate and ensure they are working safely according to H&S regulations including screen safety and other office considerations.</p>
<p>Key results/objectives</p> <ol style="list-style-type: none"> 1. To nurture Braziers' business interests. 2. To live and work in a harmonious self-managing group 3. To support Braziers' education, research and public benefit 	<p>Attend morning meeting on workdays. Be prepared to lead morning meeting once a week.</p> <p>Attend area meetings and at least 80% of weekly Community Meetings. Attend training and induction sessions as necessary.</p> <p>Demonstrate a commitment to community living by abiding by the Braziers Park <i>Code of Conduct</i> and <i>Expectations of being a member of the Resident Community</i>.</p> <p>Although it is expected that most of your working hours will be engaged in your primary role, you may at times be asked to support our courses and venue business on other ways, for instance hosting guests and keeping public rooms clean during guest weekends.</p> <p>Our Education Convenor will look to the Community Meeting for support in creating and offering an annual programme of events. Braziers expects all residents and workers to contribute to this.</p> <p>We have periodic open days and all residents and workers are expected to contribute to these.</p> <p>Learn about and help to develop the aims of Braziers Park School of Integrative Social Research (BPSISR)</p>
<p>Responsible for staff/equipment</p>	<p>As a community, we are responsible for each other's emotional and physical wellbeing.</p> <p>The Business Administrator will also be the public face of Braziers and, in all public facing interactions, must behave accordingly.</p> <p>All residents share responsibility for the furniture, fittings, equipment and other property belonging to BPSISR and for the security of buildings.</p>
<p>Reporting to...</p> <p>(name and title of line manager)</p>	<p>You will work in collaboration with the Treasurer and Bookkeeper, Trustees, Community Coordinator, Facilities Coordinator and the Hospitality Area.</p> <p>You will share the responsibility to co-manage effectively through the Community Meeting.</p> <p>You will be employed by BPSISR Trustees (Committee of Management). CoM will expect you to complete timesheets and attend periodic review meetings. CoM rarely does so, but reserves the right to directly manage your job role.</p>