

Manchester Lit & Phil

People Manager Role Description

Role title: People Manager (Executive Group)

Responsible to: Council (the Board of Trustees)

This is an Honorary Officer role

About us

At Manchester Lit & Phil, ideas are our currency. Our creatively curated programme of lectures gets under the skin of today's most pressing issues and stimulating subject matter. Hand-picked, charismatic speakers shed new light on what we're all talking about and thinking about today — from arts and culture, to politics and philosophy, to science and technology.

We've been broadening minds and horizons since 1781. So we're well practiced, but still always looking forward to discussing the next great idea. And we're currently undergoing an exciting transformation to take us into the next 250 years. The new post of People Manager will play a vital role in the successful completion of that transformation. The ideal candidate for this role will have energy, drive and determination to succeed.

Role Purpose

The People Manager of the Manchester Lit & Phil will have a leading role on the newly formed Executive Group (the delivery arm of the Board of Trustees). They will work collaboratively with professional staff, members and volunteers to deliver the strategic vision and support the charity's aims by:

- Encouraging a culture of teamwork and supporting the development of new ways of working together.
- Managing and supporting the professional staff team.
- Creating and delivering a new framework for volunteer involvement and management.

The role will require leadership qualities and exceptional people skills, with a strong focus on team building, modern personnel management, analysis and planning, policies and procedures.

This is a unique opportunity to play a leading role in the evolution of the Manchester Lit & Phil as we strive towards our strategic vision.

Responsibilities

- Act as part of the Council's Executive Group, leading on people matters and collaborating with other Group members to deliver the Society's Strategic Vision.
- Make a contribution to the development of an annual Business Plan in accordance with the Society's Strategic Vision and the priorities identified by Council.
- Manage the day-to-day activities and welfare of the Society's professional team and volunteers, drawing support as necessary from external HR specialists.
- Arrange for the drafting of procedures to support the activities of staff and volunteers.
- Liaise with the Treasurer to set budgets and maintain budget control over all people related activities.
- Act to protect the welfare of the Society's members and audiences at all Society events.
- Oversee the Society's operations to ensure compliance with the Society's Articles of Association and promote best practice.
- Promote the Society's programme and activities to potential audiences and develop the Society's membership.

Skills and Qualifications

- Proven people skills, with a successful track record of leading diverse volunteer and professional teams and delivering strategic targets.
- Exceptional communication skills.
- Experience of the charity sector, including regulations and procedures.
- Proven experience in writing policies and procedures in line with current best practice methods in personnel management.
- Experience in change management.
- Formal qualifications are not essential, but the ideal candidate will be educated to degree level.

Commitment required

- This is a new role and the expected time commitment is 2 - 4 hours per week on average over a year.
- Leadership meetings, as required, with e.g. other Executive Group members, the President, professional staff and other key stakeholders/project contributors.
- Trustee meetings, online every quarter and each lasting 2 hours.
- Reasonable travel expenses to attend meetings will be payable in accordance with our Expenses Policy.
- The People Manager is elected to serve office for a term of 2 years and is then able to stand for re-election for a further term.

To apply

If you are interested in applying for this role, in the first instance please contact the Manchester Lit & Phil's current President, Ian Cameron, by email:

president@manlitphil.ac.uk

Please include your CV and a brief note on why you're interested in playing a vital role at the Manchester Lit & Phil at this very important stage of our journey.