



## **General Manager: Southern Policy Centre**

**Competitive salary   Flexible part-time position   Hampshire or Dorset**

Over the past four years the Southern Policy Centre (SPC) has established a strong reputation for leading public debate and setting the agenda across a wide range of regional issues. Our research and conferences have covered regional economic strategy and devolution, graduate retention, the impact of housing pressures on business, the experience of poverty in southern towns and villages, the challenges facing our 16-24 year olds, and the use of open data to shape public policy.

We utilise a wide range of research techniques including data analysis, young peer researchers, deliberative polling and online and face to face surveys. Our partners have included the Joseph Rowntree Foundation, the Blagrave Trust, Hampshire County Council, Business South, Centre for London, Arup, Blake Morgan, Arts Council South West and the universities of Southampton, Solent, Winchester and Portsmouth, as well as Solent, Dorset and Enterprise M3 LEPs.

We are seeking a capable General Manager who can co-ordinate our activities and ensure our internal and external commitments are met. This is a broad and varied role in which you will organise the Centre's conferences and seminars, co-ordinate significant meetings, prepare press releases and presentations, and support budget management. The post requires the ability to understand fully the aims and objectives of our projects and contribute significantly and on your own initiative to their fulfilment. You will also prepare reports and help us further develop our website and social media presence.

You may have worked for senior figures in Government or industry, or perhaps your background is in academia, public policy or lobbying and you have ambitions in that field. Wherever you have worked, and whatever your level of experience, you will be a highly motivated self-starter with a genuine interest in the Centre's future development.

Outstanding organisational, communication and internet research skills will be essential. You will also bring effective problem-solving abilities, along with a natural talent for engaging and influencing people at all levels of an organisation. You will be interested in the workings of local and national government, local businesses and employers' organisations, and the Third Sector.

### **How you would work with our networked organisation**

The Southern Policy Centre has an original and flexible working model. It is a limited company managed on a not for profit basis. We are currently considering the advantages of creating a charitable vehicle for some of our activities.

We operate as a network of Associates who lead and manage our individual projects. Our Associates are currently drawn from people who have held senior positions in local government, business and politics. The General Manager will play a key role in supporting and delivering the work of the Associates. Other researchers and project managers may be engaged on these projects and we often work in partnership with other bodies such as universities, trusts and the third sector.

The General Manager will play an important role in supporting our Associates, liaising with other contracted staff and managing relationships with partner organisations.

As a network, the SPC does not have a central office. Our Associates work from home or other premises, as do contracted staff. The General Manager will be expected to work in the same way (with essential costs covered by the SPC). Under some circumstances it may be possible to provide access to networking office space or similar.

### **Remuneration**

The post is part time. Based on recent experience we would expect an average requirement of around 50 hours per month. However, the hours worked may vary significantly from one month to another as conference, seminars and reports create peaks in the workload. A willingness to work flexibly and to respond to changing workloads is essential.

Remuneration will be based on a pro rate annual salary in the range £26-£30,000 for the right candidate, giving an anticipated initial annual income of £10-11,600. We are open to a range of different employment models including simple 'hours worked', 'guaranteed minimum hours', 'average hours' etc to suit the needs of the successful candidate and the SPC

The General Manager will work directly to Associates leading individual projects but will be formally line-managed and supported by a Director of the SPC.

### **Key tasks and person specification**

#### Event organisation

The organisation of conferences, events and media launches. This will not only involve all the necessary identification of venue, publicity, registration of delegates and event management but also the ability to work with the project Associate to identify and build an appropriate audience. The General Manager will be required to understand and help deliver the aims of each project and of the SPC

#### Relationship management

Maintaining excellent relationships with and amongst the Associates and our partner organisations. The General Manager must be able to work confidently and well with those in senior positions in external organisations. They will also be expected to ensure project staff are properly contracted, using existing templates.

#### Administration

Attending key meetings, minute-taking. Working with SOC's accountant to produce management accounts, cash flow projections, and tracking the expenditure on

individual projects. General company administration including dealing with Companies House, bank account management, insurance, safeguarding policies, Internet accounts etc. The General Manager will also maintain the central 'knowledge' of the SPC, including mailing lists, contracts, financial records etc.

### Presentation

Assisting in the production reports including, for example the engagement of designers, copy editors. Coordinating media and social media activities (for example, maintaining our list of media contacts, distributing media releases, liaising with our part-time social media manager, initiative g the necessary work to update and improve our website.

### Person specification

The successful candidate will demonstrate their ability to fill this demanding and wide ranging role. The ability to work independently and on their own initiative, always showing a understanding of the aims and values of the SPC and its projects will be essential. They will be able and willing to work flexibly including during the occasional periods of high demands on their time.

We understand that candidates may not have detailed experience of all aspects of those role, but we will be looking for

- strong organisations and communications skills
- The ability to work independently and under pressure
- evidence of problem-solving capacity
- The ability to work well with people at all levels of an organisation
- A high level of proficiency in online working
- Demonstrable administrative skills

It would be desirable to have

- knowledge of local and central government, business organisations and the third sector
- Internet research skills
- experience of working with the media and social media
- A strong interest in public and social policy

To find out more or arrange an informal, confidential discussion about the role please contact Professor John Denham, Director of SPC at [denhamj@southernpolicycentre.co.uk](mailto:denhamj@southernpolicycentre.co.uk).

To apply please send a CV and covering letter of no more than two pages explaining why you are interested in the role and what you believe you can offer us to [info@southernpolicycentre.co.uk](mailto:info@southernpolicycentre.co.uk).

**Closing date: Friday 22 November 2019**