

Thanks to the generosity of our supporters over the last year, Sizewell Hall is now able to recruit a Senior Manager to oversee the strategic development of the ministry and lead the staff team at Sizewell Hall as we move towards reopening the hall to churches and groups.

## **Sizewell Hall Christian Conference Centre Sizewell, Leiston, Suffolk IP16 4TX**

### **Senior Manager**



#### **The Job:**

- Provide leadership for the strategic development of the ministry of Sizewell Hall in maintaining the vision of Sizewell Hall.
- Ensure that the level of service offered to guests at Sizewell Hall is excellent
- Effective leadership and management of the staff team and volunteers at Sizewell Hall
- Accountable for the financial management of Sizewell Hall

#### **The Person:**

- Commitment to the aims and Christian ethos of Sizewell Hall
- Evidence of the ability to manage people effectively towards fulfilling the vision of an organisation, build an effective team and motivate people to do the best they can. Evidence of the ability to delegate effectively. Excellent skills in managing people.
- Able to engage with a wide range of people and build rapport. Enjoy developing good relations with customers, the Christian community, and the wider community as a whole. Skilled in promoting the work of an organisation.
- Strategy development and project management skills
- Able to develop and implement marketing and fundraising plans and experience of presenting funding proposals.
- Good financial planning management skills.
- Excellent communication skills
- Good IT skills

**Salary:** Salary and benefits dependent upon experience

**Accommodation:** Accommodation is available on site and can be part of the package

For more information, a job description and person specification, please contact Colin Low at [colin@sizewellhall.org.uk](mailto:colin@sizewellhall.org.uk)

Applications are invited through the submission of a CV and accompanying letter stating how the applicant meets the job description and person specification. Completed applications must be submitted to Colin Low at [colin@sizewellhall.org.uk](mailto:colin@sizewellhall.org.uk) by May 7<sup>th</sup> 2021.