



THE WARDS CORNER
COMMUNITY BENEFIT SOCIETY

GENERAL MANAGER JOB DESCRIPTION PACK





GENERAL MANAGER

Job description pack

Works alongside:	Communities & Communications Manager
Working Hours:	Part-Time 28 hours a week - including occasional events on Sat/Sun
Salary:	£37,500 pro-rata (80% FTE = £30,000)
Location:	Hybrid (working from home & various Tottenham locations)
Contract terms:	12 month fixed-term contract (extension dependent on funding)
Reporting to:	Chair, Wards Corner CBS

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1. ABOUT US

The Wards Corner Community Benefit Society (CBS) was established in 2022 in order to restore and manage Seven Sisters Indoor Market (Latin Village) and the historic Wards buildings to serve our two key beneficiary communities; the local community of Tottenham and the Latin American Diaspora of London.

Over the last two years, we have been working to turn 20 years' grassroots campaigning against demolition by corporate developers into a community led organisation capable of both delivering a multi million pound refurbishment, and operating the market and the building for community benefit for years to come.

In 2021, we secured a major victory when Haringey Council gave its support to the Community Plan and building-owner Transport for London committed to a long leasehold bidding process for trader-backed bids. Since then, we have attracted over £180k funding to resource the development of the CBS, our design proposals, the business plan and our operational model. We have gained national recognition as a successful community campaign and new model for urban regeneration led by and for the community.

After a period of intense re-organisation and volunteer-led activity, we are now ready to hire our first core staff. This is a great time to join the Wards Corner CBS as we refine our governance arrangements, develop our community programmes and prepare to take ownership of the Wards buildings and re-open Seven Sisters Indoor Market.



2. ABOUT THE ROLE

The General Manager will be responsible for overall CBS strategy and plans; governance and democracy; key stakeholder relationships; programme management; volunteer programme and leadership development; grant funding applications; and financial management, working closely with the Communities and Communications Manager, CBS Board (including acting as Secretary to the Board), Sub-Committees and volunteers.

The General Manager will form a core staff team of two, along with the Communities and Communications Manager, supporting and developing multiple relationships within and outside of the CBS. These will include; market traders, local businesses, local residents, volunteers, local community organisations, the board and key stakeholders including Transport for London and Haringey Council.

MAIN DUTIES AND RESPONSIBILITIES

The main duties and responsibilities of the General Manager include:

1. Developing, overseeing and updating CBS one and five year plans
2. Supporting the development and activities of the Board and its Sub-Committees
3. Development of governance and democracy, including relating to traders and the market, other building tenants, and the wider membership.
4. Management of key external stakeholder relationships, including with Transport for London, Haringey Council and the Greater London Authority, working closely with the Board as relevant, including by serving as Secretary to the Board.



5. Overall programme management and coordination, including liaising with other staff members, volunteers, consultants/contractors, the Board and its Sub-Committees
6. Input into and coordination with technical work to secure a long lease of the Wards buildings, coordinating with the Bid and Operations Sub-Committee, consultant Bid Manager and wider consultant team as required
7. Managing existing grant funding in line with funding agreements
8. Securing further grant funding to advance CBS plans
9. Approving financial transactions in accordance with procedure
10. Keeping accurate, up-to-date financial records



3. PERSON SPECIFICATION

Skills	Essential (E) / Desirable (D)
Excellent written and oral communication skills that can be adapted for a variety of audiences	E
Strong management, collaboration and partnership building skills	E
Good negotiating, influencing and conflict resolution skills	E
Strong administrative and financial management skills	E
Strong organisational and time management skills	E
Ability to work independently and manage own workload	E
Practical IT skills	E
Experience	
Demonstrable experience in designing, implementing and managing multiple programmes.	E
Experience of building, developing and maintaining effective communications, collaborations and partnerships with external organisations and stakeholders an	E
Experience of financial management, record-keeping and effective administration.	E
Demonstrable experience and evidence of successful funding applications	E
Experience of company or third sector governance arrangements	D
Knowledge	
Educated to degree level or equivalent experience	E
Knowledge of the issues facing Tottenham and the Wards Corner community in Seven Sisters	D
Knowledge of community benefit societies, community development and/or redevelopment projects	D
Knowledge of relevant local government policies and/or processes	D
Attributes	
Flexibility	E
An open, collaborative and inclusive working style	E
Professionalism and integrity	E



4. HOW TO APPLY

To apply, please email your CV and a cover letter explaining your motivations for applying and how you meet the criteria for the position to hello@wardscorner.org by midnight Sunday 18th February.

If you have any questions about the role, or would like an informal chat, please contact us at hello@wardscorner.org.

DIVERSITY MONITORING

The Wards Corner CBS is committed to recruiting, retaining and developing a workforce that reflects the diverse communities that we exist to benefit. We therefore wish to collect and analyse diversity information as part of our applications process so that we can ensure our HR processes are fair and transparent.

When applying for the role, please also fill out the separate diversity monitoring form. Any information you supply will be kept separate from your application.

You can find the form [here](#).

PRIVACY NOTICE

Please read our privacy notice for job applicants [here](#).