

## LIGHTHOUSE FUTURES TRUST

# Recruitment Information

Many thanks for downloading further information about our vacancy – we are pleased that you are potentially interested in working with Lighthouse Futures Trust and hope that the information provided below will help you decide if you would like to join our growing team of dedicated staff.

Lighthouse Futures Trust is an SPI (Specialist Post-16 Institution) and a registered charity that was established in 2018. Our focus is on supporting young adults, aged 16- 25, to gain the social and employability skills they need to find and sustain paid employment. Our main eligibility criteria are that: they want to progress to paid work; have an EHCP (Education Health Care Plan); are autistic and/or have mild to moderate learning difficulties or other support needs.

National statistics show that just 5.6% of young adults with a learning disability and 16% of those who are autistic move into paid employment but as many as 65% want to work but lack the specific support they need. We are relentless in helping our students gain the experience, skills, confidence, and self-esteem that will prepare them for the world of work. We have exceedingly high success rates in terms of helping students move into employment or specialist training and, in February 2023, our Ofsted rating was Good, scoring Good in two categories and Outstanding in two categories.

Our principle programmes are:

**Pre-internship:** this lasts for 10 months and is primarily based on our college site, but includes regular trips and business visits, as well as inviting external business speakers in

**Supported internship:** this lasts for 10 months and includes 3 days a week on site with a major local employer and up to 2 days at our college site.

Working for Lighthouse Futures Trust is often fast paced but is always incredibly rewarding, helping create a positive future for young adults. We employ 39 full and part-time members of staff including: Job Coach staff; Maths & English tutors; and a head office team (finance, administration, wellbeing and employer engagement).

Please visit our website ([www.lighthousefuturestrust.org.uk/vacancies-2](http://www.lighthousefuturestrust.org.uk/vacancies-2)) to download and complete an application form – don't forget to complete details of which job you are interested in.

**Closing date:** 12 (noon) 7<sup>th</sup> February

**Interview dates:** Week commencing 10<sup>th</sup> February

**Address:** Lighthouse Futures Trust, 3-5 Alma Road, Leeds LS6

**2AH Tel:** 0113 340 0006

**Email:** [adele@lighthousefuturestrust.org.uk](mailto:adele@lighthousefuturestrust.org.uk)

*Lighthouse Futures Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. We are an equal opportunities organisation and welcome applications from all qualified and experienced individuals. An enhanced DBS check and disclosure is required for successful applicants.*

## **JOB SPECIFICATION: BUSINESS MANAGER**

**Job Title:** Business Manager

**Reports to:** Principal

**Terms of Contract:** 5 days a week (37.5 hours), Full Year

**Pay Scale:** £40,000- £45,000 (FTE).

**Location:** The college has two bases in Headingley, Leeds where the successful candidate will be located. Occasional travel to other employer sites may be required.

*The job description below is not exhaustive, and it is expected that the post holder will undertake additional duties on occasion, within their capabilities.*

### **Job Purpose**

The College Business Manager will provide strategic support to the Principal, CEO and Board of Trustees on all aspects of business management ensuring the college makes the best use of its resources.

The post requires an individual with a recognised accountancy/finance/business or School Business Management qualification and to be experienced in accounting procedures, budget monitoring, estate management, project management with effective supervisory and IT skills or willing to be trained and developed within those areas.

As a key member of the college's Senior Leadership Team contribute to the development of strategy and planning, working alongside SLT colleagues and the Board of Trustees.

Good interpersonal skills are important for this role as you will be required to develop and maintain effective working relationships with a wide range of people to obtain and

present information, provide advice and carry out duties in relation to all the organisations business matters.

## **Principle Responsibilities**

### **Leadership and strategy**

- Be responsible for line-managing the administration and facilities team, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Attend Senior Leaders meetings, full Trustee meetings, Finance Audit and Risk Committee meetings providing reports and updates as required.

### **Financial Management**

- Take the lead in the day-to-day management of the organisation budget, considering value for money and best practice, for approval by the Principal, CEO or Board of Trustees.
- To advise the CEO, Principal and Board of Trustees on financial planning, prepare proposals with costings for specific projects and to develop a long-term financial strategy ensuring the future development of the organisation.
- Responsible for monitoring all accounting procedures, identify areas of risk and to resolve any problems, including:
  - The ordering, processing and payment of all goods and services provided to the college.
  - The operation of all accounts, ensuring a full reconciliation is undertaken at the end of each month.
  - Maintain an asset register.
  - Managing all devolved staff budgets
- Prepare the budget and propose revisions to the forecast, if necessary, in response to significant unforeseen developments.
- Advise the Principal, CEO and Trustees if fraudulent activities are suspected or uncovered.
- Manage the organisations financial accounting package on a day-to-day basis, ensuring a clear and transparent audit trail where income is accounted for, invoices are paid promptly, and money owed is collected.
- In compliance with the Trust's Financial Policy and Charities Commission rules lead on procurement processes, managing tenders where appropriate, conducting due diligence benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Ensure that all records are up to date and available for annual audits.
- Assess and process all applications for free school meals and Post-16 bursary awards in line with statutory guidance and college policy.
- Oversee the processing of termly discretionary bursary awards, keeping accurate and transparent records.
- In partnership with Senior Leaders and external fundraisers maximise the income and manage the financial and operational aspects of fundraising.
- Be responsible for the management and monitoring of external funds, ensuring compliance with the funding bodies regulations, college policies and delivery of a balanced budget.

## **Health & safety**

- Act as the organisations Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the college's written health & safety policy statement is clearly communicated and available to all.

In partnership with Senior leaders:

- Ensure the health & safety policies and risk assessments are in place and always implemented and are subject to review and assessment at regular interval.
- Ensure systems are in place to enable the identification of hazards.
- Ensure systems are in place for effective monitoring and reporting of health and safety issues to Senior Leaders and Trustees, and where appropriate the Health & Safety Executive.
- Oversee statutory obligations are being met for students with SEN.

## **Human Resources (HR)**

- Oversee the management of the organisation's payroll provision with the payroll provider
- Manage the HR team to ensure they meets all KPI's.
- Ensure that all HR policies and procedures including recruitment, appraisal, disciplinary and grievance are administered effectively, and comply with organisations regulations.
- Oversee implementation and review the Organisations Staff Wellbeing Charter and Policy with the HR team.
- In consultation with the Principal, conduct reviews of the organisation's staffing structure to ensure effective deployment of staff and financial efficiency.
- Oversee and manage the contracts of all staff including external contractors and externally funded projects.

## **Facilities Management**

- Line manages the facilities team.
- Ensure the organisations premises provide a safe, clean and secure environment for all.
- Manage the maintenance of the college sites including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Liaise with the organisation's broker to maintain appropriate insurances for the college.

## **Compliance**

- Manage the organisation's compliance with statutory obligations, including the charities commission and all funding organisations, where necessary: advising on the relevant legal, regulatory and ethical requirement.

- Monitor and update the risk register.

### **Administration Management**

- Manage the organisations administration function and lead all administrative staff and systems that deliver outcomes based on the organisations vision and aims.
- Establish and use effective methods to review, evaluate and improve administrative systems to ensure effective and efficient practices.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- In consultation with the organisation's independent data protection officer, take responsibility for monitoring data protection compliance and helping the college community understand how to comply with data protection law.
- Keep records in accordance with the organisation's record retention schedule and data protection law, always ensuring information security and confidentiality.
- In partnership with the Senior Leaders implement, monitor and review the organisations Digital and I.T strategy.

### **General Lighthouse Futures Trust responsibilities for all staff**

- Contribute towards building and developing a positive culture and ethos within the college including
- positive team working and collaboration amongst staff.
- Act with honesty and integrity and uphold the core values of the college
- Maintain high standards in attendance and punctuality with good personal time management
- Ensure that all relevant policies and procedures are always followed including (but not exclusively) Safeguarding, Health and Safety, Prevent and Equal Opportunities.
- Take opportunities to continuously learn and grow with a willingness to attend and participate in relevant meetings/professional development opportunities as appropriate.
- Be flexible and work according to needs, performing all reasonable duties as requested by the Principal/Line Manager which may involve assisting other areas which are commensurate with the grading of the post.
- To ensure all aspects of your work are done to the highest standards.

