



## Vacancy Summary

<b>Job title:</b>	Operations Manager, Community
<b>Salary:</b>	£37,000 - 39,000 per annum depending on experience
<b>Location:</b>	Chilcomb, Winchester, but working countywide
<b>Hours:</b>	37 per week (Full time)
<b>Type of contract:</b>	Permanent

Hampshire Cultural Trust are seeking to appoint an Operations Manager to lead and manage the operational resources and facilities within the Community Workstream. This includes overseeing a team of five Community Managers across nine Community Museums around Hampshire.

We are looking for an energetic and exceptional individual with significant experience of successfully managing, empowering and motivating busy teams to excel. Passionate about ensuring the delivery of exceptional customer service you will have a pro-active attitude and a commercial mind-set. With an eye for detail you will ensure that all our visitors receive the best possible visitor experience every time.

You will have experience of overseeing retail, catering, events and front of house teams and a drive to generate income and meet stretching financial targets.

If you are looking for an opportunity to join a dynamic organisation and promote the world-class culture and heritage that Hampshire has to offer, please forward a copy of your CV together with a cover letter explaining why you would excel in this role to [hr@hampshireculturaltrust.org.uk](mailto:hr@hampshireculturaltrust.org.uk). Please note that only complete applications will be considered.

<b>Closing date for applications:</b>	Sunday 6 December 2020
<b>Interview date (first round):</b>	Tuesday 15/Wednesday 16 December 2020
<b>Interview date (second round):</b>	Friday 18 December 2020

## About the trust

Hampshire Cultural Trust was established in 2014 to promote Hampshire as a great cultural county, and our vision is to be renowned for creating world-class cultural experiences that enrich and transform lives. We manage and support 26 arts and museums attractions across Hampshire and deliver county-wide outreach programmes that bring great culture to local communities. We also deliver a diverse range of wider social impact initiatives targeted at those who are most vulnerable or disadvantaged and who would not usually have access to arts and culture.



*HCT is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring service. Applicants successful at interview may be required to undergo Disclosure and Barring service checks as applicable to the role.*

#### COVID-19

To help keep everyone safe, we've made some changes at our venues. We have introduced a number of measures in line with government guidelines to manage our visitor numbers and ensure we maintain social distancing to protect everyone on site. Where possible, we encourage our teams to work remotely and so you should be prepared to work from home if necessary.

To find out more about these changes please visit our [website](#).