



**Cleveland
Pools Bath**



www.clevelandpools.org.uk Charity Number 1109433 Company Number 5354621

Job title: Finance and Administrative Officer (F&AO). Salary/contract £20,000. This is a full time 24 month post.

Responsible to the Project Director to assist with the management and delivery of the Cleveland Pools Restoration Project.

Brief: The Cleveland Pools Trust has been awarded funding by the National Lottery Heritage Fund (NLHF) to restore as a community asset the oldest public outdoor swimming pool in the UK. The Cleveland Pools site, a Georgian gem, is located in **Bath** and was open to the public from 1815 until 1984. This is an exciting opportunity to bring back to life a significant building at risk in this World Heritage Site.

The post holder will provide support to the Project Director and the Trustees of the Cleveland Pools Trust, a charitable organisation. Full details of the job description, the site, the project and photographs can be found on our web site www.clevelandpools.org.uk.

Responsibilities:

Reporting to the Project Director, you will provide support for all aspects of financial and administrative activities needed to deliver the project through to opening, planned for 2021.

You will work with the Project Director, project managers, Provelio, and the already appointed Design Team plus the future construction contractors to help restore this lovely but derelict site back to its former glory as an open air swimming pool designed for the benefit of the community.

You will have responsibility for the management of a supporters' database and will perform all the necessary administrative requirements for running an office which include setting up meetings, attending meetings and taking notes, liaising with stakeholders and managing diaries. The role will also include helping to prepare the claims and keeping accurate financial records. The job offers the opportunity to get involved with local and national organisations such as Bath and North Somerset council, the National Lottery Heritage Fund, Historic England, the Architectural Heritage Fund and other heritage projects in



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Bath. It also involves working alongside contractors to make sure that the project runs smoothly.

There will be a limited requirement to attend evening meetings. Flexible working will allow time off in the day to compensate.

Skills: Good team working skills and the ability to assist the Project Director and other project contractors in a variety of tasks. This is a small team of three, accountable to the Trustees, who are all volunteers. There is a need to be adaptable and be prepared to step outside the brief when need dictates.

Experience of working with spreadsheets, maintaining financial systems, Google Drive and Google Calendar are desirable and of managing databases.

Experience of managing accounts or book keeping and understanding budgets.

Good interpersonal skills to deal with a range of people in varied professional organisations

You will have a sensitive approach to heritage.

Applications to recruitment@clevelandpools.org.uk together with CVs.

Closing date 29th June and interviews are planned for the 11th July 2019