



CHANCE
HERITAGE
TRUST



Job Title: **Business & Operations Manager**

Reporting to: CHT Board of Directors and designated lead

Role and Hours: **Part-time** role 3 days per week (fixed-term contract for 18 months with potential for extension)

Job purpose: To provide administrative support to the Trust in the areas of governance, financial record keeping, good practice systems and processes and operational support.

About The Chance Heritage Trust (CHT)

The CHT was formed in 2015 as a Registered Charity with the intention of regenerating the Chance Glassworks, saving this nationally important 'At Risk' Scheduled Monument and a series of Grade II Listed Buildings in the heart of the Galton Valley Conservation Area. Its remit has subsequently expanded to include the Grade II*/Scheduled Soho Foundry and Mint site.

Given its expanded remit, the trust converted to a Community Benefit Society in 2019 with the following objects:

- Conservation, protection and enhancement of assets of heritage and cultural value within Sandwell
- Advancement of education concerning the social, economic and architectural history of heritage within Sandwell
- Promotion of regeneration in areas of social and economic deprivation

Current Activity

These sites have deep-rooted community significance and our mission is to return the heritage buildings to beneficial use, create local jobs, support small businesses and provide training for people in Smethwick and the surrounding area. The sites will be developed through building strong coalitions and partnerships, with CHT's role ranging from advocacy and facilitation through to direct development and management according to circumstances.

In April 2026, CHT acquired a lease on a locally listed building that is a surviving part of the former Chance School built in 1845/46 to educate local children. The building will serve as the operational base for CHT and also be available once refurbished for hire as a community resource.

The school offers an exciting opportunity to pilot activities that can be replicated or inform future larger projects as they come on stream. An initial priority for the appointed Business & Operations Manager will be to work as part of the team to bring the space into use for lettings and community benefit while achieving financial sustainability.

The Role

Chance Heritage Trust Email info@chanceht.org Phone +44 (0) 121 663 1053 www.chanceht.org

Correspondence to our registered address: The Old School House, Sandwell Business Park, Crystal Drive, Smethwick, West Midlands, B66 1RD

Chance Heritage Trust is a charitable Community Benefit Society registered under the Co-operative and Community Benefit Societies Act 2014 with registered number 8180. HMRC Charitable Status Registration:

ZD06279

VAT Registration number: 227 6121 25



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The CHT Business & Operations Manager will work across all aspects of the Trust including administration of Board and other meetings, support with funding applications and grant administration, record keeping and management of systems and processes including updating policies, support with administration of community engagement activity and delivery of events, social media, handling of enquiries, and other general administration associated with day to day operation of the Trust. .

Specific Responsibilities

Reporting to the Board and designated lead and working closely with the Project Director, Community Engagement Manager and Board members when required.

The postholder will:

- Provide administrative support, including arranging meetings and appointments with partners and stakeholders involved in the project.
- Support the management of and operate the financial processes and procedures of the organisation. This includes processing of supplier invoices and financial record keeping.
- Be the first point of contact for our info@ email address
- Manage the central electronic filing system and data repository for information produced
- Support the drafting of documents relative to the projects, including briefs, tender documents, letters, emails and media documents etc
- Contribute to and collate information for regular progress reports for funders and stakeholders
- Record and minute meetings between parties and Board meetings
- Assist with the administration of community engagement activity and delivery of events.
- Support the management of volunteers, including time sheets and rostering
- Any other duties appropriate to the role

Responsibilities specific to Chance School

Note: the school requires internal refurbishment before it can be fully utilised and hired out to third parties. Over the next twelve months, the focus will be on raising the necessary funds and carrying out works during which time the space will be used for occasional 'meanwhile' events and activity and CHT internal meetings.

Initially

- Support with funding applications
- Support with organisation and administration of meanwhile activity
- Arrange and administer any necessary supplier contracts and agreements (cleaning, insurances, annual Health & Safety-related inspections)

In Due Course



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- Overseeing day-to-day management of the building, including working with volunteers
- Administer bookings of the school and heritage tours
- Promote the opportunity to hire the school via social media, networking and other means (working alongside the Community Engagement Manager)
- Provide inductions to users including fire and health & safety procedures
- Support smooth running of lettings to third parties and resolve issues as they arise
- Assist with invoice processing, payments and booking income tracking
- Arrange regular safety checks and risk assessments
- Maintain accident records and reporting procedures
- Monitor building security including opening and closing procedures
- See that the space is clean, tidy and stocked with necessary consumables before each hire of the space
- Obtain and act upon feedback from building users

Person specification, knowledge, and experience

Essential

- Office administration experience including document management, record-keeping, systems and processes
- IT skills to include word processing, databases and email
- Financial administration experience including invoice processing, record keeping and competency in use of Excel spreadsheets
- Good oral and written communication skills
- Familiarity with social media and ability to post and/or create content
- The ability to work independently and be flexible, with good time management skills
- Team player with good organisational relationship building skills

Desirable

- Experience in facilities, building or site management
- Understanding of health and safety requirements in the workplace
- Experience of working with community involvement/in a public-facing role, working with volunteers
- Knowledge of the local area, particularly Sandwell



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Additional Information

***Remuneration:** **£20,756 (pro rata based upon £32,000 per annum) plus pension scheme**

Location: Smethwick and home-based and with some additional travel required. Due to the operational nature of this role, candidates must live within a commutable distance e.g., a 30-minute drive or a 10-mile radius of the Old School House, Spon Lane, in order to manage frequent hiring of the space

Hours: 24 hours per week. Flexibility will be required to accommodate fluctuating work demands.

Contract duration: Funding is currently available to offer this position for **18 months**. Potential for extension subject to funding.

Paid Leave: 17 Days per annum (3 of which may have to be taken over the Christmas and New Year holiday period)

Pension: Group stakeholder pension scheme

The closing date for applications is **4th September 2026**

Candidates who are being invited for interview will be notified by **w/c 14th September 2026**

Interviews for the position will take place in Smethwick – details to be confirmed

For further information: Contact info@chanceht.org

Website: www.chanceht.org