



MANAGING DIRECTOR JOB DESCRIPTION

Hours: 16hrs per week (two full days)

Salary: Freelance – day rate will be dependant on experience

About Roman Road Trust

Roman Road Trust (RRT) is a grassroots organisation working to improve a high street and its community for the benefit of residents and regular visitors. Roman Road is in the heart of London's East End and home to one of London's longest-running and largest street markets.

RRT's vision is for a thriving local economy that gives opportunity and space for communities to flourish.

We are looking for a Managing Director to lead RRT on the launch, programming and operations of The Common Room alongside our regular projects. We are seeking someone with a passion for our community, local businesses/market traders, and achieving positive social impact. Roman Road Trust is small but ambitious; the role needs someone with an excellent ability to self-manage and work independently.

Since its creation in 2012, RRT has helped launch several community initiatives including the Yard Market, Roman Road Festival, Roman Road LDN high street magazine, Orchard Project, Roman Road Bow Neighbourhood Plan, Globe Town Common Vision and Rediscovering the Bow Heritage Trail.

In 2020, Roman Road Trust ran a successful crowdfunding campaign to build a community space known as The Common Room. The space is currently under construction and is due to be complete in summer 2023.

Plans for the future include launching The Common Room to become a self-sustaining and enriching community centre for the people and organisations of Roman Road and East London more widely as well as developing the new Bow Heritage Trail further.

RRT is a Community Interest Company (CIC). All profits are ploughed back into our community initiatives.

The Board

RRT is led by the Managing Director. However, the Managing Director reports to the RRT Board. The Board is non-executive and comprises:

1. **Chair** - On rotational basis
2. **Secretary** – Anna Rowell
3. **Civic Engagement Director** – Irene de Lorenzis
4. **Director of Public Realm & Architecture** – Eddie Blake
5. **Finance Director** – Chris Worthington
6. **Director of Construction** – Alex Hammerton

Board Meetings

The Managing Director is expected to attend Board meetings and produce a report of the month's activities. Board meetings are held once a month and usually in the evenings.

The Managing Director Role

RRT is seeking a hardworking, dedicated and passionate person to lead the organisation at a pivotal point. The Managing Director will lead on the following projects:

1. The launch, opening and programming of The Common Room
2. Fundraising for the The Common Room
3. The management, promotion and delivery of walking tours for the newly revitalised Bow Heritage Trail

In addition, the Managing Director will:

- Lead, in conjunction with the Board, the development of RRT's strategy at a critical and exciting time
- Ensure RRT operates in a focused way to deliver our agreed strategy
- Lead on fundraising for the Trust, The Common Room and any projects as necessary, applying for grants or donations to support our exciting projects and delivering reports or presentations for funders as necessary
- Use your passion for the local area to communicate effectively with a wide range of stakeholders, including members of the local community, businesses, local government and volunteers
- Lead and manage a range of projects that deliver the aims of the Trust
- Manage any volunteers, contractors or staff that the Trust is working with
- Ensure expenditure is controlled to meet the budgets set for projects and RRT as a whole
- Collaborate with the Chair to develop Board agenda, and ensure priority issues are addressed

Director Responsibilities

The Managing Director's responsibilities are likely to include some or all of the following from time to time, depending on the projects being worked on:

Networking

- To attend meetings with the Council as necessary
- To develop and maintain relations with community stakeholders (schools, charities, faith groups, housing associations, resident associations etc)
- To develop and maintain relations with our partners and sponsors

Planning

- To apply for grants that will fund RRT's projects and programming
- To guide the strategy and create RRT's annual business plan
- To create detailed budgets for all projects
- To create an annual cash flow forecast

Managing

- To recruit project managers and volunteers as necessary
- To manage project staff and volunteers
- To ensure projects are delivered on time and on budget
- To build and manage RRT's database of contacts
- To send monthly newsletters to our Friends of Roman Road mailing list
- To maintain social media platforms on a weekly basis
- To use Google Shared Drive to organise all company files

Reporting

- To keep financial records up to date using Xero software
- To make available all financial information necessary for the Secretary, FD and Accountant to produce end of month financial summaries and annual accounts
- To produce monthly company update reports for Board Meeting
- To oversee bookkeeper and the production of monthly reports
- To complete CIC 'impact' report on annual basis

Skills Required

First and foremost, you will need to love people and the local community! Your motivation will be a passion for our community, local businesses/market traders, and achieving positive social impact.

The role will need someone with an excellent ability to self-manage and work independently. Roman Road Trust is small but ambitious; meaning you will be required to work quickly and at high quality.

Ideally, we are looking for someone with experience in venue management, programming activities, fundraising and managing an organisation.

Person Specification

| Essential | Desirable |
|--|---|
| Personal interest and passion for local high streets, independent businesses and supporting the local community | Knowledge of Roman Road and its businesses/market traders and an understanding of the needs of the community |
| Able to communicate effectively with a range of audiences, both verbally and in writing | Experience in marketing, communications, social media management (incl. Instagram, Facebook, Twitter, Wordpress, Mailchimp) |
| Able to work flexibly to support RRT delivering projects and activities that might require occasional evening or weekend working | |
| Self-motivated and dedicated | |
| Numerate and comfortable keeping track of a budget | Experience in using Xero bookkeeping software |
| | Experience in partnership and stakeholder management |
| | Experience in programming activities, project management and venue management |
| | Experience in fundraising and producing end of project reports |
| | Experience in recruiting and managing staff and volunteers |
| | Experience in managing websites or ability to learn how to do this |

How to Apply

To apply for this role, please send a recent CV and covering letter outlining how your experience and skills meet the responsibilities and person specification outlined in the job description to: rosie@romanroadtrust.co.uk

We actively encourage people from a variety of backgrounds with different experiences, skills, and perspectives to join us and influence and develop our working culture. We are particularly keen to hear from local residents.

If you would like this in a different format or would like more information on the role, please contact: rosie@romanroadtrust.co.uk

In addition, please let us know if you have any access requirements that you would like us to be aware of should you be offered an interview.

Application Deadline

Applications need to be made by **9am on Monday 24th July**. Interviews will be held in-person in the week beginning 31st July. There will be a handover period with the current Managing Director in early August.