



Operations Manager

THE
PORTICO
LIBRARY



Background

Reuniting the Portico Library, uniting people

The Portico, a much-loved cultural destination in the heart of Manchester, was established in 1806 as a ground-breaking newsroom and library, and is now working with experts and a range of the city's communities and partners to trial plans for a bold £7 million capital development project that will transform the building and preserve the historic book collection.

During the Development Phase, the Library will invite local communities to work with them on testing how to transform the ground floor and basement into an open and welcoming area with dining and exhibition areas, a 'Northern Bookshop', educational activities, a collections-care lab, plus flexible and high-quality event and meeting spaces.

The upper floors will conserve and enhance the existing heritage, showcasing the unique book collection, manuscript archive and architecture. The technical access requirements, such as a lift, will be supported by creative consultation to establish how best to make the building fully accessible for all.



About the Portico

One of Manchester's longest-running institutions, the Portico is a subscription library and newsroom whose historic collection of over 25,000 books and archives spans over 450 years.

Alongside our members' services, everyone is welcome to enjoy our free exhibitions; take part in our events and workshops; dine in our cafe (Monday - Friday); discover our history; and immerse themselves in our beautiful Regency-period building.

History

The Portico Library was established by 400 founding subscribers in 1806, during Manchester's emergence as 'the first modern city'. Early readers and associates included word-famous authors, future Prime Ministers, leading scientists, and educators. Built with wealth derived from the Industrial Revolution, British empire-building, and colonial expansion, the Library amassed a collection that reflects the innovations, but also the exclusions and inequities of that time.

Today

The Portico Library became a registered charity in 2017 and now plays a central role in Manchester's cultural life and literary heritage. Working with our region's diverse communities, we explore and confront the city's complex histories through eclectic and imaginative events, exhibitions, and learning programmes. The prestigious Portico Prize promotes Northern writing and publishing, while the Portico Sadie Massey Awards nurture literacy and learning among young people.

Vision

Our vision is to be the most accessible, sustainable, and dynamic historic library, where past, present, and future are unlocked through creativity and collaboration.

Values

- Welcoming to all: reflecting our city
- Creative: promoting curiosity
- Equitable: Reading the past to improve the present
- Collaborative: community making

About the role

This role offers a unique opportunity for an Operations Manager to join the Library team. The Portico is looking for a site and operational manager with experience working in a vibrant and inclusive arts, heritage, or library environment.

As Operations Manager for the Portico, you will be working closely with the Librarian to ensure high quality management, programming and operational functions are maintained during the Development Phase to enable the Library to run smoothly and efficiently. You will bring together skills and knowledge in historic-building management, programme scheduling, finance, legal, and regulatory requirements.

Location

The Portico Library

Contract

Temporary, part time (0.6 FTE) - 13 months

Deadline for applications

Monday 10th June 2024, 1pm

Interviews

Thursday 27th June 2024

Start date

W/c 1st July 2024

Salary

£40,000 (pro-rata)

Reporting to:

Reporting directly to the Librarian.

Who you will be working with:

The Portico Library staff, volunteers, trustees, community groups, partners and contractors.

Key Responsibilities

Management and Administration

- Managing the Portico's calendar booking system and staff cover to ensure the smooth running of day-to-day activities and projects inside and outside the Library.
- Managing all aspects the Library's work, assigning priorities and workloads to deliver the Library's vision, including line managing senior staff and reporting to the Board.
- Leading and empowering the Library staff and volunteers, providing opportunities for professional development, training and liaising with HR.
- Working with Library colleagues and internal stakeholders to ensure the safe and secure operation of the building for all staff and visitors.
- Liaising with the tenant and ensuring they are complying with lease terms and conditions.

Services and Programming

- Working with the Creative Producer and Public Programme Committee on a 12–18-month forward programme of exhibitions, events, learning and schools programmes.
- Working with the Collections and Access Librarian to ensure the Portico's collection continue to be developed in line with our Collection Development Policy.
- Ensuring member feedback is taken into consideration when developing and delivering library services.

Library finances

- Overseeing financial policies and procedures, to ensure they are understood and followed.
- Supporting the draft of a budget and preparation of the annual accounts.
- Providing regular updates on expenditure and income lines to budget holders.

Governance, strategy, and vision

- Preparing for, and attending, regular trustee Board meetings.
- Working with the Board and the Librarian to ensure the Library has an up-to-date business plan.

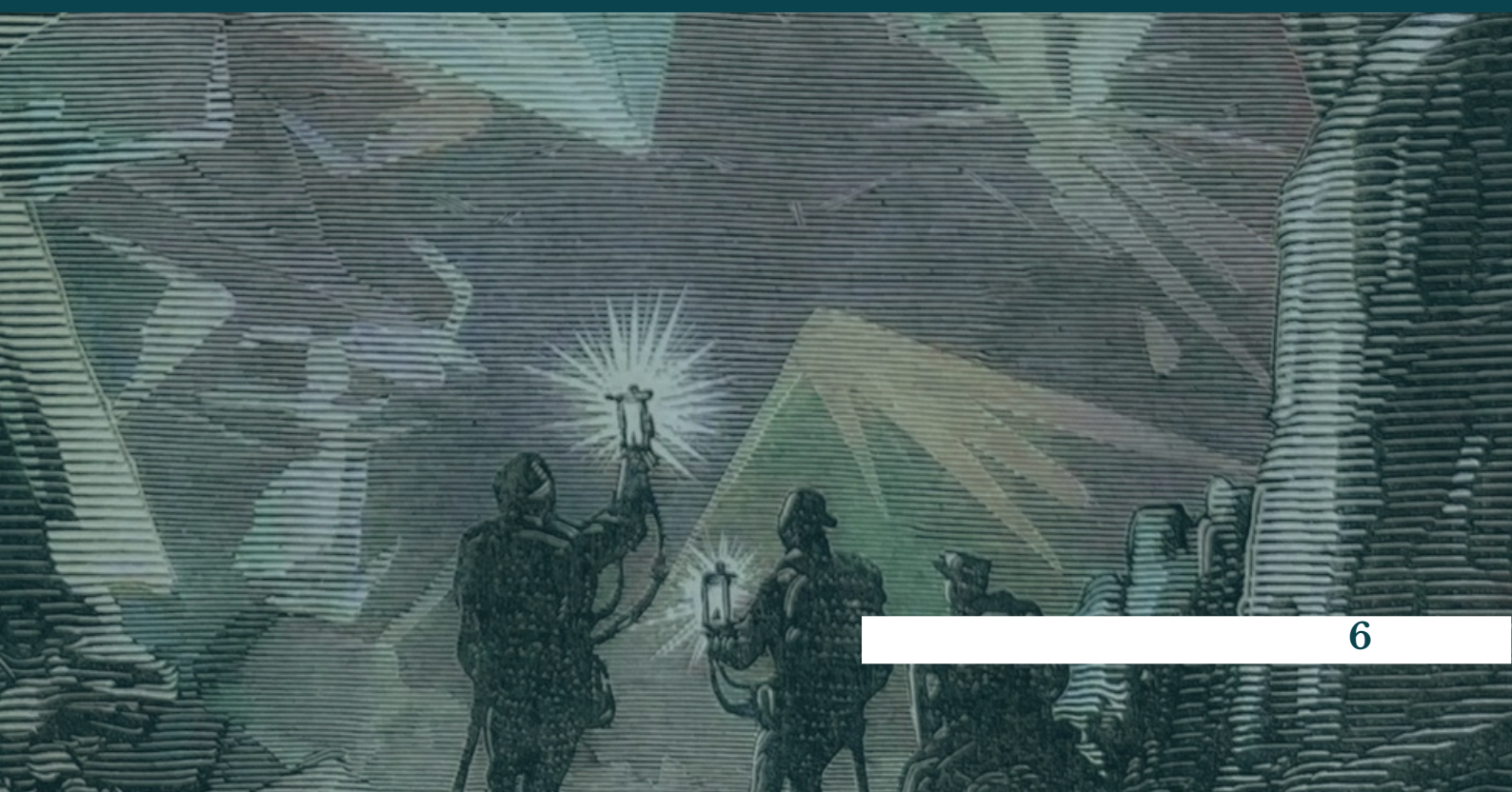


Legal and regulatory requirements

- Filing Charity Commission and Companies House returns.
- Ensuring the Library discharges its public benefit obligations.
- Acting as the charity's Health and Safety lead.
- Acting as the charity's Data Protection Officer.
- Supporting the development of policies, systems and processes that support the vision of the Library

About you

- You will have a commitment to the values of the Portico and enjoy working with a wide range of people.
- You will have a strong track record in site and operational management within a context of an arts or heritage organisation, including experience in financial management, building maintenance, health and safety and safeguarding.
- You will be a resourceful person who can work independently and as part of a small team, who enjoys engaging with a diversity of people including those at risk of marginalisation.
- You will be flexible and have the organisational skills to work in a dynamic environment.
- You will have strong communication skills, written and oral.
- You will be empathetic and understanding.
- You will have a commitment to personal and professional development.
- You will have a high level of IT skills, particularly MS Word and MS Excel.



How to apply

If you are a skilful and empathetic manager who is excited by the opportunity to lead the Library's dynamic staff and volunteer team during its development phase then we would love to hear from you. We particularly welcome and encourage applications from candidates who are currently under-represented across the heritage sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds. If you're worried you cannot undertake all the Key Responsibilities, but do have relevant experience that could make you a great candidate, we encourage you to apply.

To apply please submit answers to the following questions:

1. Please set out your skills and experience relevant to this role. Demonstrate this through at least two examples where you successfully led a team in an heritage or arts setting. Please include key challenges and lessons learnt in each instance. Max 3 A4 pages
2. Please provide evidence of your ability to motivate and lead a team, setting clear objectives to manage performance. Max 1 A4 page
3. Please provide evidence of how you plan, prioritise and organise your work to achieve your objectives on time. Max 1 A4 page
4. Please provide a CV. Max 2 A4 pages

Please submit your application via email to welcome@theportico.org.uk. Include in your submission, answer to the above questions and your completed Equal Opportunities form (this information will be held anonymously and will not be used as part of your application). To request information in an alternative format or to discuss any reasonable adjustments in the recruitment process please email Dr Thom Keep at librarian@theportico.org.uk.

Assessment

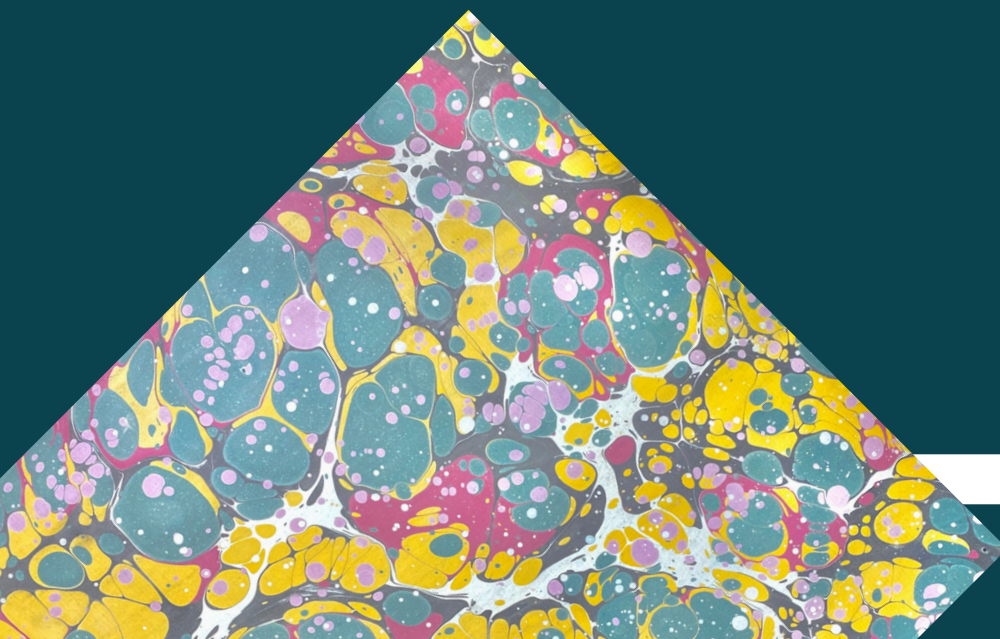
Applications will be assessed under the following weighting:

- Quality of question responses 70%
- CV 30%

Scoring Criteria

Questions 1-4 will be assessed to see if they have been completed fully and will then be scored according to the following criteria and added together.

Score	Description
9 – 10	Excellent - Outstanding & competent proposal. Thoroughly convinces with significant and relevant added value. No clarification needed.
7 - 8	Good - Competent proposal. Some limited added value. No clarification required
5 - 6	Satisfactory - Acceptable proposal providing only minimum levels to meet the standard
3 – 4	Poor - Missing Key areas of information and failing to deal with the full scope demonstrating the standards
1 - 2	Very Poor - Seriously incomplete, largely not demonstrating the standard.
0	No response received or unable to demonstrate - based on the answers provided that the standard can be met.



Equal Opportunities

At the Portico Library, we believe that the rights of all people, inclusive of age, disability, gender, neurodivergence, race, relationship status, religion or belief, and sexual orientation, should be fully realised and protected. Our vision is to be an organisation that is representative of our city and accessible to all. To help us realise this vision we use a recruiting monitoring process to ensure that the selection process is consistent with the law and the Library's Equal Opportunity Policy. To this end, applicants will be asked to complete an Equal Opportunity monitoring form, which will play no part in the selection process, and will not be seen by any member of the selection panel.

The Portico Library is an equal opportunities employer and we value diversity in our organisation, recognising its critical importance as well as the many strengths in bringing a wide range of cultures, ideas and knowledge together. We want a workforce that reflects the incredible diversity of Greater Manchester's communities and therefore welcome and encourage applications from candidates who are currently under-represented across the heritage sector, including members of the Global Majority, d/Deaf and disabled applicants and individuals from lower socio-economic backgrounds.

Access

The Portico is located on the first floor of its original 217-year-old Listed Building. It is our priority to ensure the Library can be as welcoming and accessible as possible for everyone. Please read below for current access information about our building.

- The Library's main entrance is via the green doors on Charlotte Street at the corner with Mosley Street. There is an intercom button next to the doors. Please press this button for entry.
- There are 32 steps from the main entrance to the Library and currently no lift. There is a handrail, and a chair is placed on each landing. Toilets are available for visitors, located on the landings.
- There is a stair-lift at the Library's back entrance on Back George Street, accessed by a portable ramp, but currently no step-free or accessible toilets.
- 6 pay and display parking spaces are available nearby, on the same side of Charlotte Street as the Library. These are not dedicated or bookable disabled parking bays, but Blue Badge holders may park here free of charge.
- An audio-described tour of the library is available to listen to at www.theportico.org.uk/visit and is also available with headphones from the reception desk.