



Luther King House Educational Trust

Brighton Grove, Rusholme, Manchester, M14 5JP
0161 224 6404 www.lutherkinghouse.org.uk

President Job Description

Job title: President

Reports to: Chair of Board

Responsible for: Operations Manager, Finance Manager, Academic Registrar, Learning Resources Tutor and Open College staff

Nature of the role of President: At the heart of the life of the Trust is a commitment to work in partnership. This is expressed in many ways but especially in the close relationships with the Colleges based at Luther King House.

Although some aspects of the role of President are similar to those of a Chief Executive, the role is in the nature of 'first among equals' and it requires leadership to be exercised collaboratively with the Principals of the Colleges and others.

The Key areas of responsibility are set out below. The actual priorities will be agreed with the new President, in order to make best use of the particular expertise and experience which the person is bringing into the life of the Trust. The Trust will honour and welcome commitments of the President beyond the work of the Trust, as long as these do not impact on what is undoubtedly a full time demanding role.

PA support available

Key areas of responsibility:

- 1 Focal person for the life and work of Luther King House
 - Lead the academic staff team as it works collaboratively on the development of academic provision
 - Lead the Management Team as it seeks to provide the best possible service within operating constraints
 - Represent and promote LKHET externally and internally
 - Develop appropriate relationships with those with whom LKHET works in partnership, in particular the Southern North West Training Partnership

- 2 Strategic leadership for LKHET
 - Facilitate creative thinking among both staff and Trustees as they refresh and fulfill LKHET's vision
 - Work with the Trustees to develop, maintain and review the Strategic Plan.
 - Work with staff to develop and recommend to the Trustees educational, business and managerial policies consistent with, and in implementation of, the Strategic Plan
 - Actively seek opportunities for future work and partners

- 3 Educational and spiritual engagement
 - Contribute to the educational and spiritual life of Luther King House in a way appropriate for the candidate appointed



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- 4 Direction and development of the work of LKHOC, as one college among the five that constitute Luther King House
 - Act as line manager for the LKHOC tutor and any associate staff
 - Shape the distinctive life of LKHOC as a community of mainly non-ordinands with a broad ecumenical hue
 - Share in the tutorial support and educational guidance of LKHOC students

- 5 Financial sustainability
 - Work with the finance committee to ensure the financial viability of LKHET
 - Relate to the denominations, SNWTP and other major customers to ensure their continued use of LKHET's provision and facilities
 - Support the finance manager and finance committee in their negotiations with Partners in developing budgets and resources

- 6 Management of the LKHET staff team
 - Act as line-manager for the four LKHET heads of function: operations, learning resources, registry and finance
 - Chair meetings of the Management Team
 - Ensure that staff have the necessary resources to undertake their work effectively and efficiently
 - Ensure that staff operate within the agreed budget

- 7 Governance
 - Act as secretary to the Board
 - Take responsibility for ensuring actions agreed by the Board are implemented

- 8 Personal development
 - Contribute to the wider life of the church, at a local and national level, within the constraints of a full-time demanding role at Luther King House
 - Be actively involved in personal development and further study appropriate to the role

LKHET = Luther King House Educational Trust
LKHOC = Luther King House Open College
SNWTP = Southern Northwest Training Partnership

August 2010