

# Executive Director

## John Wesley's New Room

The Trustees of John Wesley's New Room seek an Executive Director to lead the organisation into the next exciting phase of its development. This role will suit someone who is a generalist, comfortable turning their hand to a variety of tasks and is equally happy contributing at a board meeting or engaging with visitors in the chapel. Most importantly, we are looking for someone with excellent leadership and interpersonal skills who can lead the staff and volunteers with confidence, cultivate a positive working culture, develop relationships with a variety of stakeholders and provide strategic leadership for the next phase of John Wesley's New Room.

Our small staff team has undergone significant change in the past year to align with the future needs of the organisation. The Trustees expect this to continue in support of the newly refreshed strategy which will see a greater role for JWNR nationally and internationally, as well as playing an increasing role in the new Broadmead community following the anticipated redevelopment works in the local area, from retail to a more mixed residential and leisure offering. Having finalised a vision, we are looking for someone to lead the organisation through this change, laying a solid foundation on a practical and cultural level to then build upon for the future, creating more links with local communities as well as the wider Methodist church.

John Wesley's New Room is the oldest Methodist building in the world (Grade I listed) and is a small but busy place where no two days are the same. Offering a chapel, museum and cafe by day, we also have meetings rooms and event spaces for hire, and welcome visitors both local and international on a regular basis. An important piece of Bristol's history, the New Room is where Methodism started and the museum and collection tell the story of John Wesley. In addition, we manage a second museum Charles Wesley's House, a short walk from the main site, which is mainly used for tour groups.

### **How to apply:**

Please submit a CV and covering letter (max. 2 sides of A4) outlining your experience and suitability for the role to [miranda.payne@newroombristol.org.uk](mailto:miranda.payne@newroombristol.org.uk) by **12pm on Thu 19<sup>th</sup> March**.

**Interviews will be held in-person (BS1 3JE) on Tues 31<sup>st</sup> March.**

If you would like to arrange an informal conversation about the role, please email [miranda.payne@newroombristol.org.uk](mailto:miranda.payne@newroombristol.org.uk) with some suggested dates/times.

# Job Description and Person Specification

**Contracted Hours:** Full time (40 hrs per week including paid lunch breaks), with occasional evening and weekend working.

**Location:** Based on-site (BS1 3JE), with option for some remote working.

**Contract Type:** Permanent

**Reporting to:** Board of Trustees

**Salary:** £45,000 - £55,000 (depending on experience)

## Role Summary

The Director is responsible for overseeing all aspects of operational, financial, and strategic leadership of this Methodist heritage site, to ensure its growth and sustainability, and delivery of the organisation's strategy. This includes working with the team on-site day to day, providing effective line management, overseeing compliance and operations and working with the Board, as well as providing strategic leadership to help JWNR develop our activities and adapt as the local area evolves over the coming years.

## Key Tasks and Responsibilities

Leadership & Strategy:

- Work closely with the Board of Trustees, supporting good governance practices through effective reporting, risk management and collaboration.
- Provide executive input into JWNR's strategic development, supporting the development of business and operational plans.
- Coordinate and attend board meetings and monthly Operations Committee meetings.
- Serve as the public face of JWNR, building relationships and championing our mission with key stakeholders, volunteers, media, local and national tourism and heritage organisations such as Visit West and other agencies and forums.
- Build and maintain close links with the Methodist Heritage Committee, the Methodist Connexion and key international Methodist partners.
- Develop systems for evaluation and feedback to inform strategic decision making.

HR:

- Line manage executive staff, freelance and outsourced contracts.
- Manage employee performance and development, conducting regular 1:1s, appraisals, and providing constructive feedback and leadership to foster a positive and productive working environment.
- Lead recruitment and onboarding of staff, ensuring processes follow good practice.
- Foster a culture of inclusivity, diversity, and teamwork within the staff and volunteer team, balancing organisational need and individual wellbeing.

- Liaise with third party provider on payroll and pensions.
- Oversee HR compliance, safeguarding, DBS checks, and ensuring all relevant legal and statutory charity requirements are met.
- Act as Designated Safeguarding Lead.

#### Finance & Fundraising:

- Oversee financial management, fundraising, and budget allocation.
- Work with external finance staff and the Treasurer to ensure good practice is followed in all areas of the finance function.
- Identify potential income streams and develop a fundraising strategy, managing major donors and donor relations.
- Work with auditors and Trustee Board on end of year reporting to Charity Commission, Methodist Conference and other relevant bodies.
- Oversee the development of commercial activities, working closely with the Operations Manager and Head of Collections.
- Represent JWNR on 'Strangers' Friend' committee.

#### Facilities Management:

- Oversee building maintenance of JWNR and Charles Street properties (Charles Wesley's House and a student property). Work with the Operations Manager to ensure regular maintenance checks and servicing are undertaken as required.
- Support the development and execution of a master plan for major fixes on the property.
- Work closely with external contractors and Trustees to ensure facilities issues are resolved.
- Ensure policies and procedures are fit for purpose and are reviewed regularly.
- Act as keyholder for JWNR and Charles Wesley's House in case of emergencies.
- Lead on Health and Safety for the organisation.

#### General:

- Uphold and comply with John Wesley's New Room policies and procedures including (but not limited to) Health and Safety, GDPR and Data Protection, Safeguarding, and Equality and Diversity.
- Along with all other staff, to work flexibly and on occasions provide cover on tasks such as welcoming and helping visitors and volunteers who require assistance, providing a high level of care and attention at all times.

The postholder will be required to undergo an Enhanced DBS check before appointment and will be required to complete appropriate safeguarding training.

# Person Specification

## Experience and Knowledge

### Essential

- Experience of people management, including line management, recruitment and staff development.
- Understanding of good governance, compliance and statutory requirements within a charity or not-for-profit context.
- Experience of financial oversight, including budgeting, financial monitoring and working with external finance professionals.
- A good working knowledge of compliance, with the ability to implement and maintain effective systems covering areas such as health and safety, financial controls and safeguarding.

### Desirable

- Senior leadership or management experience, ideally within a small organisation, charity, heritage, cultural, faith-based or visitor-facing setting. Proven experience of leading teams through organisational change, including rebuilding capacity, culture or systems.
- Experience of working with a Board of Trustees or equivalent governance body.
- Experience overseeing facilities, buildings or capital / redevelopment projects.
- Experience of stakeholder engagement, partnership working and acting as a representative or public face of an organisation.
- Experience working within the heritage, museum, visitor attraction or historic property sector.
- Knowledge of, or experience working with, faith-based organisations, particularly within a Methodist or Christian context.
- Experience of fundraising, donor development or income diversification, including individual giving or membership schemes.
- Experience of safeguarding leadership.
- Relevant qualifications or memberships (e.g. NEBOSH, CIPD, personal licence)

## Skills and Abilities

### Essential

- Excellent leadership and interpersonal skills, with the ability to motivate, support and inspire staff and volunteers.
- Strong communication skills, both written and verbal, with the confidence to engage effectively with a wide range of audiences.
- Strong strategic thinking skills, with the ability to translate vision into practical plans and deliverable outcomes.

- Ability to manage multiple priorities in a busy, varied environment and to adapt quickly when circumstances change.
- Sound judgement and decision-making skills, including the ability to balance operational detail with long-term strategy.

### **Desirable**

- Project management skills, particularly in relation to property, exhibitions or organisational development.

## **Personal Qualities**

### **Essential**

- A collaborative and inclusive leadership style, with a commitment to fostering a positive, supportive working culture.
- A hands-on, flexible and pragmatic approach, with a willingness to “muck in” and support day-to-day operations when required.
- Resilience and adaptability, with the confidence to lead an organisation through change and uncertainty.
- Commitment to equality, diversity and inclusion.
- Sympathy with the mission and values of John Wesley’s New Room and the Methodist Church.

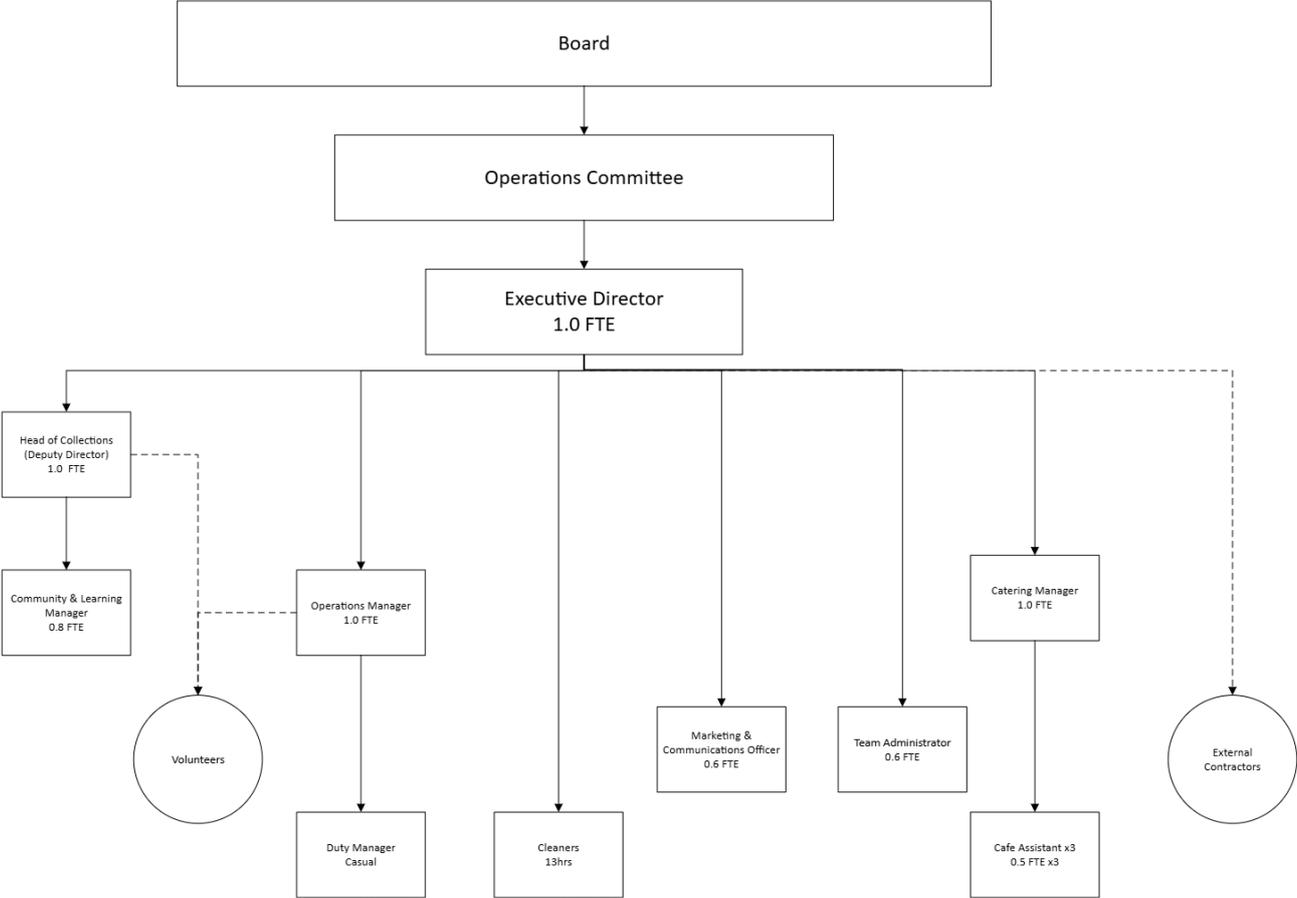
### **Desirable**

- An understanding of the local Bristol context.
- Networks and connections in the local area and relevant partner organisations.

## **Other requirements**

- Willingness to work flexibly, including occasional evenings or weekends, as required by the needs of the organisation.
- Ability to act as a keyholder and respond to emergencies where necessary.

# Organisational Structure



# New Room Strategy: 2026 - 2030

## Community:

Our goal is to be a key community hub, embedded in Bristol, but with local, national and international reach.



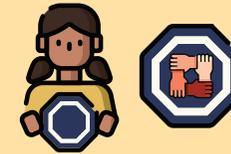
- Increase our outreach to the local community.



- Be a space for a wide range of uses, inviting people into our building.



- Be known as a Bristol institution.



- Offer a range of volunteering opportunities to people.



- Financially support our charitable purpose with commercial activities.

## Spirituality:

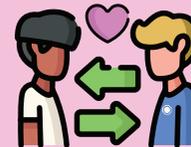
Our goal is to be a welcoming oasis built on a foundation of faith.



- Offer a warm welcome to all.



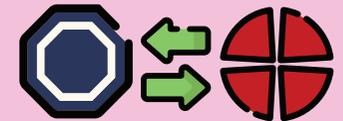
- Share the messages of social justice and inclusivity in everything we do.



- Offer consistent and effective pastoral care to visitors.



- Ensure our buildings are attractive to enter, inviting and comfortable for all.



- Expand our relationships with all levels of the Methodist Church.

## Heritage:

Our goal is to be widely acknowledged as the holder of significant Wesleyan heritage, brought to life for social impact.



- Increase access for all to our collections and heritage.



- Expand our learning and public programming to a wider range of users.



- Provide an attractive and relevant visitor experience.



- Grow the visibility of John Wesley's New Room and Charles Wesley's House.



- Develop new and existing audiences.