

General Manager Job Description



The General Manager (GM) has overall responsibility for the day to day running of the nursery. GM is supported in this primarily by the Operations Manager (Plant Production) and the Support Services Manager (Personnel). Both are answerable to GM. GM in turn is responsible to the Trustees.

Besides having overall general oversight of the Nursery, GM has specific responsibilities as follows:

Staff

- Line Manager for the Operations Manager and Support Services Manager
- Line Manager for the Estate Team Supervisor, Garden Team Leader, Marketing Officer, Maintenance and Vehicle Operative

Finance

- Budget control
- Credit Control issues.
- Monitoring cash flow.
- Reviewing Sage accounts.
- Financial planning for future developments
- Liaison with Social Services Departments in relation to client fees.

Nursery Development

- Planning for the future development of the organisation
- Overall responsibility for marketing strategy
- Dynamic Business Planning

Nursery Profile

- Networking with other Social Enterprises and bodies with a similar ethos. This will include membership of appropriate groups and attendance at meetings off-site.
- Liaison with the media as appropriate to raise the profile of the nursery.
- Overseeing Publicity

Statutory/Legal

- Ensure compliance at all times with the company's Equal Opportunities, Health and Safety Policies, the GDPR and all other relevant legislation.

Personal Development

- Take responsibility for own personal continuing professional development.