

RECRUITMENT PACK

Role title	General Manager
Reports to	Chair of the Board
Hours	24 hours per week (part-time) to be worked flexibly
Salary	£38,000 (pro rata, based on a 36-hour week)
Length	The post is a fixed term contract to May 2028
Funder	The post is funded by The National Lottery Heritage Fund

About Lavender Menace Queer Books Archive



Photos by Mairi Wilson (left) and JLF Photography (right)

The Lavender Menace Queer Books Archive has grown out of Scotland's first LGBTQ+ bookshops, Lavender Menace (1982-87) and West & Wilde (1987-97). Bob Orr and Sigrid Nielsen, the owners of the original Lavender Menace Bookshop founded the Lavender Menace Queer Books Archive in 2019 to keep this valuable LGBTQ+ book heritage alive and share it with the community.

Lavender Menace Queer Books Archive works to create and maintain a free and welcoming community archive space for reading, research, and socialising. The archive is open to visitors and hosts a variety of author [events](#), workshops, community groups and book clubs. We also have a [digital catalogue](#) of our collection.

We have a mission to bring together the queer community in Edinburgh and beyond; celebrate LGBTQ+ authors and their works; and collect and preserve LGBTQ+ books (focusing on those published between 1970 and 2000).

Role description

This exciting new role will be responsible for organisational sustainability, delivery of the funded programme, and supporting a collaborative, strand-led team structure. Working closely with the Board, the General Manager will lead organisational development, fundraising, financial administration, governance, and long-term planning, while managing and leading the work of a high performing staff team.

Specifically, the postholder will provide high-level oversight of collections policy, ethics, and risk, ensuring the archive remains accessible, cared for, and responsive to community needs; whilst also leading the team to effectively deliver our new project “Unlocking Scotland’s LGBTQ+ Heritage”, which has been made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we will be able to expand the reach of the Archive, and better connect communities to their heritage.

Your responsibilities

You will lead our programme of delivery, specifically by:

- Overseeing delivery of our new National Lottery funded programme across key workstreams titled Arts in the Archive, Connecting Communities, and Connecting Heritage;
- Supporting Coordinators to lead and deliver their strands effectively and with autonomy;
- Ensuring alignment across research, outreach, and organisational priorities;
- Overseeing project timelines, risk management, and delivery frameworks;
- Coordinating external funder reporting across roles; and
- Leading or supporting additional projects as required (e.g. major exhibitions, capital projects, sector partnerships).

You will support the organisation’s long term sustainability, specifically by:

- Leading development and implementation of a long-term fundraising strategy;
- Building unrestricted income streams and diversify funding sources; and
- Position the organisation for future growth beyond project funding.

You will ensure that our collections continue to be preserved and accessible, specifically by:

- Maintaining oversight of collections policy, ethics, and risk;
- Supporting resourcing and strategic development of collections; and

- Ensuring collections work aligns with organisational values and access

You will provide organisational leadership, specifically by:

- Operating with autonomy as the senior member of staff within the organisation;
- Leading relationships with key partners;
- Acting as an ambassador and public face of the organisation as we engage with communities, key delivery partners and decision makers;
- Line managing your 3 team colleagues (Outreach Coordinator, Research Coordinator and Communications Assistant) providing support, supervision, and coordination in a collaborative, supportive and non-hierarchical environment; and
- Supporting your team colleagues to oversee their respective cohorts of volunteers

You will support good governance and ongoing organisational development, specifically by:

- Providing high-level support to the Board, including preparing briefings, background research, and follow-up actions;
- Supporting the Board to move from operational involvement to strategic oversight
- Developing internal systems, policies, and workflows;
- Managing financial administration and budgeting, in collaboration with the Board and with the support of the staff team;
- Leading on organisational planning, staffing structure, and sustainability;
- Ensuring compliance across governance, HR, and legal responsibilities; and
- Supporting the organisation to pursue long term charitable status.

Criteria

Essential

- Professional experience in archives, libraries, museums, or heritage collections
- Strong verbal and written communication skills
- Confidence in supporting volunteers and community participants
- Proven ability to effectively manage a staff team and volunteers
- Ability to manage reporting, evaluation, and project documentation
- Experience of building partnerships with cultural or community organisations
- Experience of contributing to fundraising applications
- Experience of financial administration and strong financial management skills
- Ability to work independently during contact days and manage competing demands
- Commitment to LGBTQ+ heritage, inclusion, and community-led practice

- Understanding of, and commitment to, diversity, human rights and addressing inequalities
- Cultural competence in relation to working with LGBTQ+ people, and good understanding of the diverse experiences and needs of the LGBTQ+ community
- Non-judgmental, empathetic, with ability to work sensitively with a wide variety of people from different communities, identities and backgrounds
- Ability to work as part of a team as well as using own initiative
- Ability to be self-administering in terms of IT and highly computer literate (Outlook, Zoom, websites and blogs, social media, online apps)
- Flexible attitude to the demands of the post and the needs of the organisation
- Motivation, enthusiasm, pro-active and solution-focused, with positive approach to working with partners
- Punctual, reliable and with high degree of integrity

Desirable

- Experience of engaging with and supporting individuals who may have a range of support needs
- Knowledge of the books and magazines in the Lavender Menace Archive collection and/or of the LGBTQ+ history of the period

Further information

Your normal place of work will be at St Margaret's House, 151 London Road, Edinburgh. It is anticipated that the majority of work will take place within normal office hours, but some evening and weekend working will be required by arrangement, including to deliver the events programme. You will be entitled to 35 days holiday (pro-rata) each year, including bank and public holidays. If you are eligible, we will auto-enrol you into a pension scheme, in accordance with our pension auto-enrolment obligations.

How to apply

Please submit **a copy of your CV along with a covering letter** outlining why you are the right candidate for this role. Your letter should tell us about the experience, skills, and personal qualities you would bring to the organisation. The cover letter should be **no more than 2 A4 pages**.

Please submit your application to recruitment@lavendermenace.org.uk by the deadline stated in the job advert. If you have any questions, please get in touch via the same email address. Please feel free to highlight any access requirements you may have in your application. We expect that interviews will take place as soon as possible following the closing date, and will aim to communicate with you early following this.