

Position Title: LUG 4/2 Managing Director

The purpose of this role is to:

- Lead and manage Imagination Station, LUG 4/2 activities, employees and volunteers.
- Ensure Imagination Station, as a LEGO education and play facility remains true to LUG's core values.
- Work closely with the LUG Board and committees, particularly the LUG 4/2 Education steering group.
- Safeguard Imagination Station as a sustainable enterprise to carry out community and education work as per LUG's charitable status.

Reports to: LUG 4/2 Chair

Position based in: Christchurch

LUG 4/2 Goals

1. Using a passion for construction play systems to make a difference within the community and inspire young people to develop their passions in order to do the same.
2. Producing creative construction play system events for the purposes of funding charitable causes and inspiring others in the fields of engineering, education and visual art.
3. Assisting in education of the community through participation in LUG 4x2 events, related workshops and increasing the capabilities of the community.
4. Providing incentives for construction accomplishments and education

Imagination Station Values

Imagination Station is LUG 4/2's education project.

Our mission is to build creative, lifelong learners.

We offer high-quality resources and experiences that align with our four key values: Creativity, Engagement, Accessibility, and Exploration.

Creativity: Creative play is essential for growing creative minds. We foster the development of critical skills like innovation and communication through our play area and educational programmes.

Engagement: Developing any skill requires time and practice. We use LEGO products as a trusted tool to encourage people of all ages to engage with their imagination and the world around them.

Accessibility: Positive learning experiences should be accessible to everyone. By making our resources and skilled staff available to all, we create opportunities for our whole community.

Exploration: The process of exploring uncovers endless opportunities to be curious, experiment, and learn. We encourage people to think exploratively through hands-on learning experiences

Key Responsibilities

Leadership

- Employ LUG front line staff and manage the recruitment of volunteers.
- Demonstrate enthusiasm for LUG's purpose and values to inspire others to achieve goals.
- Make a successful team based on a shared vision, sound decision making, open and honest communication, professional integrity, empowerment of staff, continual improvement and robust processes.
- Provide supportive leadership to all direct reports.
- Actively encourage and motivate staff to develop their knowledge and skills.

LEGO Education

- Develop and maintain a comprehensive understanding of the LEGO education philosophy, methodology, and product range.
- Advise and monitor course content so that it is up to date and relevant.
- Ensure an up-to-date web and social media presence and a functional website is in place.

Fundraising and Marketing

- Work with employees to create new opportunities and marketing strategies that will generate income and benefit the growth of LUG and particularly, Imagination Station.
- Identify funding opportunities, source funding, and maintain relationships with key funders.

Relationship Management

- Develop and maintain stakeholder relationships with the Christchurch City Council, fellow STEM education providers, and other key organisations as relationships develop.
- Build productive and respectful relationships with the LUG Board and its committees to build trust and help enhance their effectiveness.
- Ensure specialist staff are effectively used across LUG as a whole and as applicable.

Business Management

- Manage all financial matters including employee salaries, budgeting and profit and loss reporting.
- Report to the LUG Board, LUG Education Committee and other Committees (as required) through regular meetings, and provide any feedback and issues that arise in a timely manner.
- Assist the Board with strategic planning and creating solutions for future development.
- Ensure the integrity of LUG's financial management through good systems and monitoring.
- Monitor and maintain resources, equipment and IT services.
- Manage all legal, rental and lease matters.

Health and safety

- Ensure you accurately and promptly report all accidents, incidents and risks immediately or as soon as possible.
- Keep yourself and others safe.
- Adhere to all Health and Safety policies, procedures and guidelines.

Expertise and personal qualities

- Proven leadership and management skills.
- Maintain an overarching perspective of the social context of the organisation.
- Work with integrity and seek self-improvement.
- Embrace diversity and display cultural awareness in all aspects of work and development.
- Welcome training and professional development opportunities for continuing improvement.
- See customer feedback as an opportunity to improve service.
- Demonstrate empathy and a non-judgemental approach.
- Consistently look for ways to improve the organisation and its services.
- Represent the organisation with professionalism and enthusiasm.