



ACTION SPACE

Cockpit Arts, Cockpit Yard
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JOB DESCRIPTION

- JOB TITLE:** General Manager – Maternity Cover
- SALARY:** £30-35,000 per annum
- ANNUAL LEAVE:** 25 days per annum, plus national holidays
- FIXED TERM MATERNITY COVER:** 9 Months from 1 May 2018

ActionSpace was launched in the 1960s and established as an independent charity in 1984. Our aim is to support the creative and professional development of artists with learning disabilities and to create innovative, exceptional and unique projects that provide London's learning disabled community with opportunities to engage with the visual arts. Our status as a sector leader is recognised by Arts Council England, who have contributed to our core funding for over 20 years. We have just had our status as an ACE National Portfolio Organisation (NPO) renewed for another 4 years and we are one of only 4 organisations in London to have received an increase in funding.

We are seeking an experienced General Manager. The principal aim of the role is to support the two Joint Chief Executives in the development and growth of the organisation and to ensure that the objectives of the new four-year business plan are achieved.

Term: This is a fixed-term maternity cover contract to run for 9 months from 1 May 2018, with the potential to extend subject to confirmation of the Post-Holder's return date.

Relationships: Reporting to and accountable to the two Joint Chief Executives. Line-managing the Marketing & Admin Assistant and a range of freelance consultants and project workers, as required. Working alongside the Pastoral Care Co-ordinator and Associate Artist.

Hours: 40 hours per week, including one-hour lunch break each day.

Place of Work: The General Manager will be based in ActionSpace's head office in Holborn, which is also the location of our North London studio. He/she will be required to travel to our South London studio in Clapham, East London Studio in Newham, West London studio in Brent and attend meetings around London as necessary. Any extraordinary travel expenses outside the London area will be covered by agreement in advance.

NB: Due to the nature of this post, the post holder is required to have an Enhanced Criminal Records Bureau check. This can be undertaken for the successful applicant if necessary.

Duties and Responsibilities:

Supporting the Delivery of the Programme

Together with the Joint Chief Executives and with support from the Pastoral Care Co-ordinator and Marketing & Admin Assistant, to ensure the smooth running of all the projects and participation of the artists.

- To provide administrative services to the artist facilitators, including ordering materials & equipment and organising delivery and managing the delivery and collection of artwork, etc.
- To oversee all elements of the participation of the artists, including ensuring projects run to their capacity, all artists' needs are met, and the company is meeting its targets in terms of numbers, reach, and diversity.
- Ensure adequate evaluation systems are in place for all projects.

Marketing and Audience Development

Working closely with the Joint Chief Executives and with support from the Marketing & Admin Assistant, to develop and implement the audience development strategy and regularly reviewing and strengthening the company's identity and reputation.

- To oversee the implementation of the audience development and marketing strategies, which support the company's business plan.
- To set and monitor objectives arising from those strategies.
- To maintain and develop positive relationships with our partners, such as ACAVA, Cockpit Arts, Studio Voltaire, Royal Academy of Arts, Leighton project etc
- To monitor and develop the company's brand.
- To approve marketing and promotional materials as needed.
- To develop the company's digital presence in order to reach the widest audience.

Management of the Volunteer Programme

- Recruiting a team of volunteers who support the delivery of the programme.
- Ensuring all DBS checks and other relevant checks are in place and kept up to date.
- Together with the Pastoral Care Co-ordinator develop a training programme for the volunteers.

Finance and fundraising

Working closely with the Joint Chief Executives to develop and monitor annual and project budgets and to monitor progress against financial targets.

- To oversee all day-to-day financial transactions, including cash flow monitoring, making payments, recording and banking income, raising and monitoring invoices, managing petty cash.
- To identify and maintain appropriate insurances (Buildings, Contents, Public & Employers' liability)
- To support the Joint Chief Executives in fundraising, particularly in terms of the reporting requirements of all major and smaller funders.

Management and Administration

Responsibility for the management of the infrastructure of the company, including administrative and IT systems, premises, etc

- To provide leadership in the day-to-day running of the company, encouraging effective communication between all staff members and freelance staff.
- To line-manage the Marketing & Admin Assistant and any other freelance staff as required by the two Joint Chief Executives.

- To develop and implement effective office systems, ensuring that the company's IT systems and software are fit for purpose.
- To negotiate the terms of service agreements (utilities, IT support, premises) with reference to value for money, effective delivery and environmental issues, and ensuring that the Company's premises are appropriately maintained.
- To ensure that all equipment and premises comply with legal requirements, including Health and Safety legislation.
- To act as Data Protection Officer and ensure that all procedures comply with relevant legislation.

Human Resources

Responsibility for the HR function, leading the development of management and employment policies and practices:

- To ensure that the company's HR policies and procedures (including arrangements for grievance and disciplinary matters, staff development and training) comply with current legislation, follow good practice, are effectively communicated to staff, and that conditions of service are regularly reviewed.
- To co-ordinate all recruitment activities, ensuring that recruitment and selection procedures comply with current legislation and follow good practice and that appropriate contracts are issued to all staff.
- To ensure that appropriate mechanisms are in place for the health, safety and welfare of staff.
- To identify all training requirements and organise appropriate training when needed with reference to the budget.
- To maintain personnel records in accordance with the provisions of GDPR.

Governance

Responsibility for ensuring that the Board is able to discharge its responsibilities and to comply with all relevant legislation:

- To act as a Company Secretary and make annual returns to Companies House, the Charity Commission and other statutory bodies.
- In consultation with the Joint Chief Executives to schedule meetings, prepare agendas and make arrangements for the recording and distribution of minutes of all meetings of the Board and its sub-committees and to attend all regularly constituted Board meetings (and sub-committees as required).
- To manage the recruitment and appointment of Trustees and members of the Board and its sub-committees in consultation with the Joint Chief Executives and Chair.
- To provide the Board with accurate and timely information to enable appropriate decisions to be made on matters of policy, planning and budgeting.
- To take responsibility for ensuring that the Company conforms to all financial, legal, statutory and contractual requirements and to develop appropriate policies and procedures to promote best practice.
- To ensure that key corporate policies (e.g. Health & Safety, Equal Opportunities, Diversity, Sustainability) are reviewed regularly, maintained and adhered to by all.

General and Miscellaneous

- To act as an ambassador for the company and its work.
- To undertake any other duties as may be reasonably requested by the Joint Chief Executives, including working additional hours as required.
- To deputise for the Joint Chief Executives as required.

PERSON SPECIFICATION: GENERAL MANAGER - MATERNITY COVER

	CRITERIA	ESSENTIAL/ DESIRABLE
1. Education and Experience	<p>Educated to degree level</p> <p>At least five years experience of working at a senior level in an arts and/or cultural organisation</p> <p>At least five years experience of managing staff</p> <p>At least two years experience of financial management and budgeting</p>	<p>D</p> <p>E</p> <p>E</p> <p>E</p>
2. Skills/Abilities	<p>Excellent computer skills</p> <p>Excellent communication skills, with the ability to communicate and work alongside people from different sections of the community both face to face and on the telephone, particularly those with a learning disability.</p> <p>Ability to manage a demanding workload with changing priorities.</p> <p>Ability to find and implement practical solutions to problems.</p> <p>Ability to work within a small staff team, including freelancers, and to nurture and develop junior staff.</p> <p>Ability to develop and implement a creative marketing plan.</p> <p>A working understanding of the needs and rights of people with learning disabilities, the relevant statutory authorities, legislation and public policy around accessibility and social care.</p> <p>Knowledge of Health & Safety, Fire Safety, First Aid, Child/Vulnerable Adult Protection and other relevant policies.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
4. Additional Requirements	<p>Flexibility during times of high work demand and the ability to work occasional evenings and weekends (for which time off in lieu will be given)</p>	<p>E</p>