



Cockpit Arts, Cockpit Yard  
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[www.actionspace.org](http://www.actionspace.org)

## JOB DESCRIPTION

**JOB TITLE:** General Manager – Maternity Cover  
**SALARY:** £30-35,000 per annum pro rata  
**ANNUAL LEAVE:** 25 days per annum pro rata, plus national holidays  
**HOURS:** 24 hours p/w, including one-hour lunch break each day (3 days)

**FIXED TERM MATERNITY COVER:** 9 Months from 1 March 2021, with the potential to extend subject to confirmation of the Post-Holder's return date.

ActionSpace is London's leading development agency for artists with learning disabilities.

Launched in the 1960s and formalised as a limited company and registered charity in 1984, our charitable objective, as stated in the Memorandum and Articles of Association, is "The encouragement of the practice of the arts by people with learning disabilities."

We are an exceptional visual arts organization with big ambitions for all the artists that we work with. We support, advocate and promote diversity within the contemporary visual arts sector. All of our work is focused towards enabling artists with learning disabilities to have a professional career in the arts. We do this through:

- Promoting and showcasing the work of artists with learning disabilities
- Working with artists to develop and implement bespoke individual CPD plans
- Using our extensive networks within the visual arts to access the same creative and professional development opportunities as their peers within the wider visual arts sector
- Working in partnership and collaboration with organisations, sharing our skills and expertise and playing a leadership role in developing inclusion agendas

Our vision is for artists with learning disabilities to be at the heart of the visual arts sector. We are working to challenge prejudice and make the arts sector truly inclusive and diverse by celebrating the work of learning disabled artists and creating opportunities for learning disabled people to engage with the visual arts as audiences and participants.

We are seeking an experienced arts professional to cover the maternity leave of our General Manager. The principal focus of the role over the nine months will be to support the two Joint Chief Executives in refocusing the organisation post Covid and working with the Board of Trustees to develop a new 5-year business plan in preparation of the next Arts Council England NPO application round. The post holder will have a key role in developing and implementing a revamped marketing and profile raising campaign.

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

**Hours:** 24 hours per week, including one-hour lunch break each day (3 days).

**Place of Work:** The General Manager is usually based at ActionSpace's head office in Holborn, which is also the location of our North London studio, with some travel to our studios in South and North West London. In accordance with government guidelines during the Covid 19 pandemic the Core Team has been working from home and/or in the office on a rota with a full and robust Risk Assessment in place.

**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:**

#### Profile Raising, Marketing and Audience Development

Working closely with the Joint Chief Executives and with support from the Marketing & Admin Assistant to

- Review and update the marketing and audience development strategy in line with the developing a new 5-year business plan
- Oversee the implementation of the updated marketing and audience development strategy
- Set and monitor objectives arising from these strategies and delegate tasks to the Marketing & Admin Assistant as appropriate
- Maintain and develop positive reciprocal relationships with our partners, such as ACAVA, Cockpit Arts, Studio Voltaire, Royal Academy of Arts, Camden Arts Centre, etc
- Monitor and develop the company's brand and identity
- Produce and/or approve marketing and promotional materials as needed
- Develop the company's digital presence in order to reach the widest audience
- Collect and produce audience data and reports as required by our ACE NPO and other funding agreements

#### 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**

	<b>CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>
1. Education and Experience	Educated to degree level	D
	At least five years experience of working at a senior level in a visual arts and/or cultural organisation	E
	At least five years experience of managing staff	E
	At least two years experience of financial management and budgeting	E
	At least 5 years experience of marketing and communications	
2. Skills/Abilities	Excellent computer skills	E
	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.	E
	Ability to manage a demanding workload with changing priorities.	E
	Ability to find and implement practical solutions to problems.	E
	Ability to work within a small staff team, including freelancers, and to nurture and develop junior staff.	E
	Ability to develop and implement a creative marketing plan.	E
	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.	D
	Knowledge of Health & Safety, Fire Safety, First Aid, Child/Vulnerable Adult Protection and other relevant policies.	D
4. Additional Requirements	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)	E