



Artspace Lifespace

Role: Company Manager

Remuneration: £25,350.00 - £29,250.00 pro rata

Reports to: Board of Trustees

Responsible for: Project Managers/Coordinators, Finance Officer

Hours: 20-30 hours per week to be agreed

Work Pattern: flexible as required by role (occasional weekend/evening meetings)

Location: Various

Type of Contract: 12 month fixed with possibility to extend

Probation period: 3 months

Introduction

We are looking for a new Company Manager to spearhead the next stage of development and progress for our organisation. We are at a crucial point with many opportunities around and ahead and are looking for someone to fully take these on and build on the success and skills that have been built up to date.

The Company Manager will have overall responsibility for all aspects of the Charity's activities, ensuring its financial and human resources are used effectively to achieve the Charity's goals, and working to develop the Charity's strategy. They will collaborate with the Board to ensure the Charity fulfils its responsibilities of governance and compliance. The Company Manager will

protect and promote the reputation of the Charity and ensure stakeholders on every level experience excellence in service.

Roles and Responsibilities

Business Planning:

- Co-ordinate the development of the Business Plan and its monitoring and evaluation
- Manage any significant issues that might affect progress
- Operate a risk register which identifies key risks that could have a significant effect on the company
- Report progress on the Business Plan and risk register updates to the Board of Trustees

Finance:

- Work with the Board to set annual budget and monitor budgets and cash flow
- Oversee budget expenditure
- Oversee Finance staff and support with ongoing processing of payments and accounting
- Implement financial procedures and review their effectiveness
- Work to develop diverse income streams to ensure the long-term sustainability of the charity

HR:

- Recruitment, induction, supervision and appraisal of staff and volunteers
- Creating and maintaining all aspects of HR systems, staff handbook, contracts, timesheets etc.
- Manage and coordinate contractual arrangements

Governance:

- Arrange meeting schedule and prepare board papers in liaison with the trustees
- Support the Trustee recruitment process
- Manage relationship between the trustees and staff
- Attend and report to trustees at board meetings

Operations:

- Manage and develop activities and ASLS facilities to serve the needs of a diverse community and ensure the charity's objects are upheld and achieved.
- Oversee management of the day-to-day operations of the charity and trading subsidiary including:
 - ✓ events and programming, engaging communities
 - ✓ support the duty managers team on facilities management

- ✓ supervise and maintain health and safety aspects of all projects
- ✓ developing procedures and supervising
- ✓ managing contracts and agreements
- ✓ overseeing all repairs and maintenance budgets
- ✓ overseeing all Licensed activities within our project

Marketing and PR:

- Development and implementation of marketing strategy, delegating to relevant staff as required
- Content manage the ASLS website

Policies and Procedures

- Development and implementation of strategies, policies and procedures
- Ongoing training of staff, contractors and volunteers in this area

Other

- Carry out any other reasonable duties connected with the successful management of the charity and trading subsidiary as required
- Develop office systems and working practices that improve the efficiency of the company
- Ensure that the company is compliant with Data Protection legislation
- Attend and contribute to regular senior management meetings
- Take responsibility for the effectiveness of the Environmental policy and plan.

Person Specifications:

- Has worked at a similar level within charity and/or arts organisation
- Experience of strategic business planning and risk management
- Proficiency in financial management from budgeting to management accounts (Quickbooks experience desirable)
- Experience of business development, income generation, and fundraising
- Capable in HR management
- Has understanding of building maintenance
- Experienced negotiator
- Able to ensure compliance with relevant legislation
- Interest in continuing professional development
- High level of both written and spoken literacy and numeracy
- Proficient in the use of ICT

Please complete application form attached and return to email recruitment@artspacelifespace.com

with Company Manager in the subject of the email.

Deadline for applications: Friday 7th April 2016, 5:00pm

Interviews will take place w/c 10th April 2016

Immediate start

Artspace Lifespace is an equal opportunities employer.

*Please note we do not accept CVs.