

General Manager Job Description – Groundswell Arts

General Manager position
32 Days (£250-£270 Pd)
25 -30k pro rata, based on experience

Groundswell Arts are seeking a Freelance General Manager for a 32 day contract (Approximately 2 days per week) commencing May 2021 to help develop the company operationally and establish our new office team (London) as our organisation builds and changes from a not for profit to becoming a larger charity.

We require an experienced individual with relevant charity experience in the arts or education sector to support our growing needs as an organisation and help us to create more robust systems in order to manage the increase in demand for our programmes and the scaling up of some of our core work.

Initially this position is for a 3-month probationary contract, but we will be looking to extend the role should it be a successful fit and we are looking for candidates that may be interested in developing and growing with the company as it continues to expand beyond this period. Ideal candidates will also have an interest in supporting us with a larger fundraising strategy to ensure stability in the core costs of our organisation for the future.

Groundswell Arts is a community arts organisation based in Haringey, London. We have an interdisciplinary approach to providing participatory education projects in schools, early years settings, and communities with a particular focus on music, art, movement, drama and film making. More recently work has expanded into other sectors including social prescribing working with partners in hospitals and other community settings. We currently employ a team of freelance artists and are also recruiting a part-time project manager to support our two core programmes.

Working closely with educators, parents, young children and communities, we devise creative projects that support high levels of community engagement and inclusion. Our projects encourage learning and exploration, play and sharing whilst supporting children's wellbeing, language, communication, and transitions. We also focus on parents and carers and their role as primary influencers and educators.

Main purpose of Role

The General Manager is responsible for supporting the management of Groundswell Arts' operations including administration, office management and day-to-day finances. The General Manager will hold a strategic overview of all of Groundswell Arts projects and will help to manage schedules and tasks in line with deadlines. This role is to support the company's 2 Artistic Directors,

enabling them more capacity to shape their artistic delivery and manage freelance artist(s) particularly in the period between May – July where we are focused on building back from the impact of Covid during the past two academic years.

Major Duties and Responsibilities

- Managing multiple budget lines across a range of projects for both short and longer-term programmes.
- Developing and setting up the administrative requirements involved in running of charities.
- Supporting the Artistic Directors to ensure spending across programmes in line with grant expectations
- Support the development of business plans and projections
- Organise and delegate administration tasks to freelance or ad-hoc staff or volunteers
- Management of contracts and payments for office intern, project manager and freelance artists and staff.
- Fundraising both writing and researching funding bids.

Person specification

Essential

- Experience of day-to-day financial procedures and systems
- Experience managing office systems
- An understanding of managerial, budget and accounting systems for charities including accounting software.
- Excellent communication skills, both written and spoken
- Experience working within a busy team to meet individual deadlines
- A willingness to work occasional flexible hours and travel as necessary, some remote working is possible.
- Understanding of collaboration and partnership working
- A demonstratable interest in the creative arts and in children and families.
- Excellent attention to detail
- A Commitment to safeguarding particularly around vulnerable children and families
- Candidates will need to be prepared to have an enhanced DBS check arranged.

Desirable

- Knowledge and experience of arts education and/or community arts sector

- Experience of fundraising for charities and knowledge of developing income
- Based in or near to North London (Finsbury Park, Haringey)
- Experience in collecting data to produce reports and in developing systems to support and collate project evaluations.
- A working knowledge of current employment and company law
- Experience of arts or charity fundraising or developing partnerships within education or community settings
- Prior experience working for other growing charities in a similar role.

Process

Please send a covering letter and CV to jobs@groundswellarts.com by April 26th
Shortlisted candidates will be notified on April 28th and interviews will take place on April 30th or 1st May.

Groundswell Arts values the voice of every participant who works with us. We are an equal opportunities employer committed to building a diverse workforce and we welcome applications from all individuals.