



General Manager Application Pack

Closing date 9/12/2022



General Manager Application Pack

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Job Overview

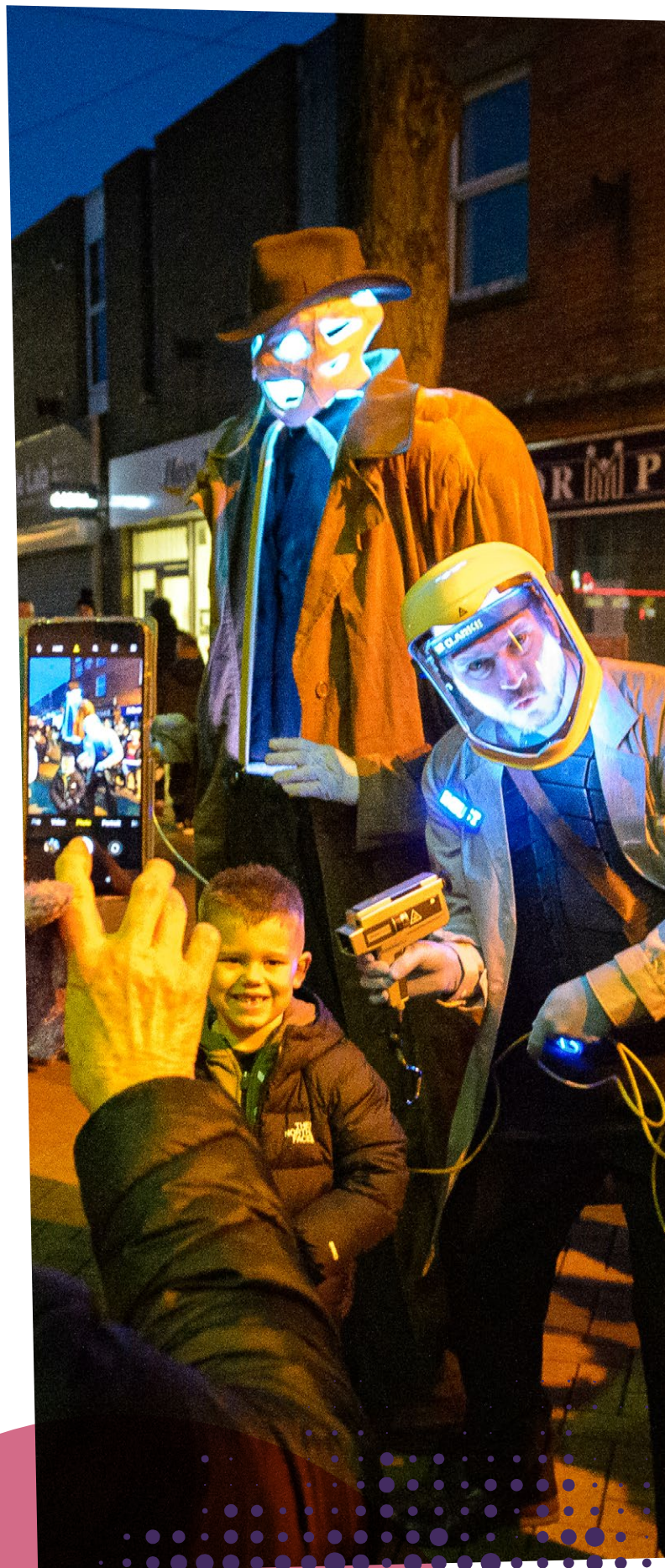
The new role of General Manager will be a key member of the team, helping to shape an exciting future for First Art, successfully implementing the First Art Business Plan through a range of ambitious and engaging arts and cultural projects.

The role will work in close collaboration with the Director to ensure the effective running of the charity with a strong emphasis on administration and operational management.

The General Manager will play a critical role in our day-to-day operations, primarily responsible for the management of the First Art office, including a public-facing shop space for events and activities as well as day-to-day project management, operations, governance, and administrative systems.

We are looking for an organised, reliable, and self-motivated individual who has experience in implementing and maintaining systems and processes, and who will enjoy being our 'go to' person for a small and friendly team.

You may have worked in a similar role in a small business, charity, or voluntary/not-for-profit organisation. It's not essential to have worked in the arts and you don't necessarily need to have all the experience traditionally associated with this role or have followed a set career path. However, we do want someone with a can-do attitude, who uses their initiative, is well organised, and happy to turn their hand to different things.



About First Art

Put simply, First Art is about making good things happen through the arts.

We work to bring inspirational cultural experiences within reach of everyone living in Ashfield, Bolsover, Mansfield and North East Derbyshire, as well as helping local people to produce and shape their own cultural experiences and events.

First Art is a CPP (Creative People and Places) project, part of the national programme funded by Arts Council England, working in areas where arts engagement is significantly below the national average. The project, which started in 2014, is currently in Phase Three (2022 -2025) of its delivery.

In 2021, First Art became a registered charity (no. 1193429) to support and sustain our long-term ambitions and continue making great things happen through the arts over the next 10 years.

First Art delivers a diverse arts programme across North Derbyshire and North Nottinghamshire. The programme ranges from putting on outdoor arts festivals to supporting family art events in communities. Local people and partners are presented with a wide range of opportunities to take part so they can have their say and help us to develop more quality art events and activities in these communities.

First Art works in partnership with a consortium made up of Creswell Heritage Trust, Junction Arts, Bassetlaw Community and Voluntary Service (BCVS), and Active Partners Trust who together drive the First Art programme.

Since the start of First Art in 2014, First Art has made over 1,000,000 engagements with people in our work and delivered over 300 events.

We've recently occupied an empty shop in Four Seasons Shopping Centre, Mansfield, which will act as our new office and a space for events, workshops, and community gatherings. This space provides lots of opportunities to engage with our target audience and running this will be an integral part of the General Manager's role.



The First Art Programme

Our current programme has four overarching priorities:

1. Connected Community:

We want everyone in our area to have more opportunities to participate in and benefit from arts and culture.

2. Connected Infrastructure:

We will be integral in building a strong, sustainable, and diverse cultural infrastructure by creating the right conditions for culture to thrive, and for new and existing cultural assets and facilities to grow.

3. Connected Capacity:

We will create solid pathways for people to access training and gain support within the creative industries, and to form new ways to create and curate their own culture.

4. Connected Learning:

The learning and impact of art and culture in our area is shared amongst stakeholders.

The main artistic strands of the programme are:

• Connected Communities

Fun gatherings and events which bring people together in communities across all four districts to inspire and enable them to co-produce new arts activities based on their skills, ambitions, and ideas.

• Special Events

One-off signature events or a series of events that bring collective moments of joy and provide lots of opportunities for people to get involved. Examples include The Full Shebang Festival in Mansfield and Light Night Ashfield, where thousands of people took part in a cultural experience outside the normal range of choices in their area and beyond everyday experience.

• Cultural Development and Pathways

Rooted in First Art's commitment to developing and strengthening the cultural infrastructure in our place, we will look to invest in and support a skilled, well-connected, and healthy arts ecosystem that reflects and supports our ambitions. This includes:

- **Community Producers** – a scheme to inspire and improve local people's skills in producing and programming cultural experiences. Previous projects include setting up an immersive style community cinema

- **Bossing It** - our cultural enterprise programme aiming to inspire, support and mentor the creative ideas of local people

To find out more please visit www.firstart.org.uk

What You'll Be Doing

Key responsibilities

Main Purpose

To manage the day-to-day organisational operations of First Art including office systems and resources, ensuring the charity runs productively and efficiently. You will take an overview of our operational systems, looking after contracts, recruitment, office premises and acting as the first point of contact for First Art, for both internal and external enquiries.

Strategic Planning

- In collaboration with the Director and the board, develop business and strategic plans, seek out opportunities, review and establish operational structures to ensure they are fit for purpose.
- Develop and manage project plans to support the team's productivity to deliver projects on-time and within budget.

Administration and Operations Management

- Supporting the end-to-end procurement processes relating to outsourced services, subscriptions, and supplies.
- Line management of the Project Assistant and leadership to a range of freelance staff, volunteers, and creatives.
- To ensure First Art's records and policies such as data protection, first aid and safeguarding are up to date and to ensure that all programme activity complies with these necessary policies, procedures, and current legislation.
- Ongoing review of all operational systems within the organisation, and with the Director, implement necessary changes to ensure that work practices are cost-efficient, accountable, transparent, and professional.
- To support the management of event logistics to ensure they are managed safely and effectively.

Partnership Development and Advocacy

- Develop and maintain strong relationships with a broad range of internal and external stakeholders - both within and outside the arts sector.
- Preparing and presenting information for a range of audiences.

Fundraising and Funder Management

- In collaboration with the Director, support with the research and development of funding bids to reach income targets.
- Undertake all reporting to Arts Council England and other funders.

HR

- Oversee HR function of First Art, with external advice and support from our HR consultants, where appropriate.
- In conjunction with the Director, supervising, developing, and implementing staff training and professional development where required.

Governance

- Service the Board and Consortium: Scheduling of meetings, induction of new board members, prepare agendas, minutes, activity, evaluation, and monitoring reports, and organise away days.

Location and Hours

First Art has recently occupied an empty shop in Four Seasons Shopping Centre in Mansfield Town Centre. This will act as our office space as well as a space for events and activities to take place.

This role will provide opportunities to work remotely and on a home working basis, but you will be expected to be in the office for a minimum of 3 days a week.

Due to the nature of the work, you will be required to attend meetings and events across the four districts with some evening and weekend working at key events (advance notice will, of course, be given).

We operate a Time Off In Lieu (TOIL) system of out of hours working, as agreed with your line manager.



What We're Looking For

First Art is looking to expand and sustain the projects we've developed in communities across the East Midlands and now requires someone who has experience in implementing and maintaining systems and processes, and who will enjoy being our 'go to' person for a small and friendly team.

Ideally, candidates will have experience in all the areas listed in the Person Specification below. However, we encourage people to demonstrate their transferable skills and tell us how they can

bring those to this role. Getting the right person is more important than a tick-box exercise. Just because you do not fit every criterion does not mean we do not want to hear from you.

Person Specification

- Proven office management and administration skills - ability to take forward initiatives and policies from inception, through development to implementation.
- Excellent written, verbal skill, and numeracy skills and an ability to process and analyse data.
- Ability to prepare and present high level information for a range of audiences.
- Ability to contribute to the strategic planning and direction of a project, service or organisation.
- Ability to develop, maintain and contribute to partnerships involving various stakeholders to achieve positive outcomes.
- Ability to manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances and priorities.
- Experience of managing office systems, including IT systems.
- Skilful in managing a small and passionate team of employees, freelancers, and volunteers.
- Actively demonstrates commitment to equality, diversity, and inclusion at all times.

Desirable

- Full driving licence and own transport
- Experience in working on arts projects
- Knowledge of the local area and preferably located in either Mansfield, Ashfield, Bolsover and North East Derbyshire
- Experience of securing resources, including making successful funding proposals and grant applications.





Terms of Employment

Job title	General Manager
Contract type	Fixed-term contract until March 2025 (potential to extend funding permitting)
Salary	£30,000 - £32,000 pa
Reports to	Director
Responsible for	Project Assistant, freelance contractors, artists, and volunteers
Hours	<p>37.5 hours per week. Flexible working hours, including some evening and weekend hours.</p> <p>We operate Time off in Lieu (TOIL) for additional hours worked, family-friendly working practices, and hybrid/flexible working.</p> <p>Core office hours 10am - 4pm</p> <p>Required in the office for a minimum 3 days a week.</p>
Location	First Art office at Four Seasons Shopping Centre in Mansfield Town Centre, with some potential for remote / homeworking
Holiday	<p>26 days per year pro rata including statutory Bank Holidays</p> <p>Due to the nature of the programme, you may at times be required to work some Bank Holidays</p>
Probation period	6 months
Notice period	3 months upon successful completion of a 6-month probationary period
Benefits	<p>Workplace pension</p> <p>Free tickets for events and festivals</p>



How to Apply

In this pack we've tried to include as much information as possible to support you in completing your application. We'd recommend you read the job description, roles and responsibilities and person specification carefully beforehand.

To apply, please supply:

- **A covering letter** or film stating why you want to work for First Art, outlining your relevant skills in relation to the Person Specification. We will accept the covering letter in one of the following formats:
 - Word document or PDF – not more than 3 pages of A4.
 - Video submission – no longer than 5 minutes – BSL, Makaton, spoken – MP4, MOV or WMV.
 - Audio submission – no longer than 5 minutes.
- **Your CV** detailing your relevant experience, employment, and the name and contact details of two referees who we can contact to provide a reference.
- **A completed Equal Opportunities Monitoring Form.** The form will be kept separate from your application and will not be seen by the recruitment panel or form any part of the assessment of your application.

Please email your completed application to **info@firstart.org.uk** with the subject heading First Art General Manager.

Support and guidance

If you would like a confidential and informal conversation to discuss the position, please contact **karl@firstart.org.uk**.

If you require an alternative format or have queries about the application process and the role please contact **karl@firstart.org.uk** to arrange.

Recruitment Timeline

Deadline for applications is 12 noon on **Friday 9 December 2022**.

If successful in getting to interview, we will aim to let you know by 6pm on **Friday 9 December 2022**.

Interviews will be in Mansfield and likely take place on **Wednesday 14 December 2022**. We will cover reasonable travel and accommodation costs for this.



Learning and Development

Staff Benefits • Complimentary tickets for performances, exhibitions and festivals (subject to availability).

Equality, Diversity, and Inclusion

First Art is fully committed to encouraging equality and diversity among our workforce and audiences and eliminating unlawful discrimination. First Art values diversity, promotes equality and challenges discrimination. We strive to be inclusive by providing an accessible, responsive service to our participants and audiences. We encourage and welcome applications from all backgrounds and all parts of the community. All applications are judged on merit.

First Art particularly welcomes applications from individuals from ethnic minority backgrounds, from low-income backgrounds, and disabled people, all who are currently underrepresented in the workforce of the arts sector in the UK.

www.firstart.org.uk

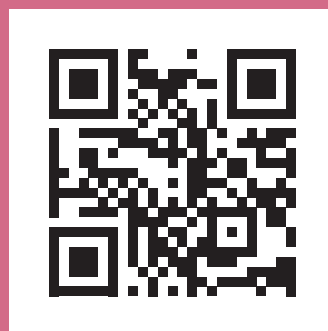
Data Protection

All personal data will be processed in accordance with the provisions of the Data Protection Act 2018.





Thank you for your interest. Scan the QR code to visit our website and get to know us better.



First Art

Unit 55, Four Seasons Shopping Centre
Quaker Way, Mansfield NG18 1SU

Email: info@firstart.org.uk

Website: firstart.org.uk

@CPPFirstArt @cppfirstart @FirstArtProject

First Art is a Creative People and Places project funded by Arts Council England and part of the Without Walls' Touring Network Partnership.

First Art is a registered charity (no.1193429). First Art leads the First Art programme in partnership with Creswell Heritage Trust at Creswell Crags, Junction Arts, Active Partners Trust and Bassetlaw Community and Voluntary Service.

Find out more at www.firstart.org.uk



Supported using public funding by
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