Anteros Arts Foundation is looking for a General Manager to cover maternity leave

About the role:

The General Manager is responsible for the day to day running of Anteros Arts Foundation, reporting directly to the board of Trustees and managing a team of 4 employees.

22hr per week. £12500 pa.

The successful candidate will be required to work flexible hours and be responsible for producing the monthly staff rota ensuring that regular opening hours (Tuesday to Saturday 9-5) and any extended opening hours (for functions including weddings and evening rooms hires) have adequate staff cover. They must make themselves available to cover any unstaffed shifts and must be available on Thursday evenings 5-6pm for the week team meeting.

Deadline for applications - 5pm on Friday 17 July.

Interviews shall be held week commencing 20 July.

Proposed commencement date (for a period of shadowing present incumbent) Monday 17 August with handover on Friday 11th September.

At present Anteros is closed to the public pending announcements from the Government and it may be that operations will be adjusted response to the current situation.

Job Description:

* Provide leadership and implement the business plan
* Manage and work closely with staff, ensuring they are performing in accordance with their job descriptions. The team comprises of:
	+ cleaner and building supervisor
	+ venue hire administrator and book keeper
	+ marketing administrator
	+ gallery and courses administrator
* Monitor and manage the performance of contracted tutors and technicians who provide teaching services for the Diploma and short courses
* Support staff in their roles and delegate tasks appropriately, including but not limited to:
	+ responding to emails and telephone enquiries
	+ proofreading and editing advertising materials
	+ data inputting to accounting software
	+ managing emails in colleagues’ absence
* Collaborate with the team in planning for the forthcoming year and make decisions about priorities/scheduling.
* In conjunction with Anteros’ advisors, manage all arising employment matters including any recruitment, dismissals, disciplinary or grievance issues.
* Produce monthly staff rota, report any overtime/unpaid hours to payroll, track annual leave and ensure pension payments are correct.
* Update and present management accounts at monthly Trustee Board Meetings.
* Scruitinise incoming invoices and staff spending, identify and question any unnecessary/inflated costs or discrepancies.
* Liaise with accountants to provide the information required to prepare end of year accounts.
* Plan and chair a weekly staff meeting addressing service improvements and in-house training.
* Write and present progress reports to the Board of Trustees.
* Ensure compliance with all legal requirements to include fire drills and data protection training.
* Oversee all repairs, maintenance and improvements in accordance with the Building Maintenance Schedule to include obtaining quotations and liaising with the contractors.

Person Specification:

Essential

* Experience of recent project and event management
* Excellent organisational skills
* Excellent interpersonal skills
* Experience of managing a team of at least 3 members of staff
* Experience of leading and motivating a team
* Excellent IT skills (to include Word, Excel, PowerPoint, Outlook, Wix and social media platforms)
* Demonstrable written and oral communication skills
* Analytical and problem solving skills
* A working knowledge of employment law
* Experience preparing and presenting management accounts
* Previous responsibility in one or more of the following - fire safety; health and safety; data protection
* Experience writing risk assessments
* Experience in the project management of building repairs or improvements
* Passion and respect for the arts, in particular fine art.
* Experience of teaching, including lesson planning and understanding teaching methods
* Self-motivated and able to operate with minimal supervision
* Works well under pressure
* Experience working in a team and independently

Desirable

* Good working knowledge of marketing techniques, including web and poster design, email campaigns and social media
* Experience using accounting software
* Experience working for a charity or within the arts
* Proven record of obtaining grants in the arts

About the Recruitment Process

* The deadline for applications is 5pm on Friday 17 July. Any applications received after this time, for whatever reason, will NOT be considered.
* All application forms to be sent to Felicity Hemmant, flik@anterosfoundation.com
* Applicants will be required to provide two referees. References shall be taken up for the successful candidate prior to a contract being signed. Referees will be asked to complete a standardised reference form.
* Anteros Arts Foundation will request a standard DBS check for the successful applicant in accordance with the charity’s Financial Controls Policy.
* In the delivery of our outreach programmes we reserve the right to request an enhanced DBS check.
* Application forms will be scored against the Job Description and Person Specification and the selection board will be looking for specific examples to support each statement.
* It is a fundamental principle of all Anteros Arts Foundation policies that all people are equally valued regardless of their race, colour, nationality, ethnic origin, national origin, religion, belief, gender, marital/civil partner status, sexual orientation, gender reassignment, age, disability, trade union membership and part/fixed-term employment status. It would therefore assist us greatly in monitoring our recruitment process if you would also complete an equal opportunities monitoring form and return this separately to joella@anterosfoundation.com. This form and the application form may be found on the website at www.anterosfoundation.com/job-opportunity
* Top scoring candidates will be called for interview. The weekend before interview candidates will be given an interview pack, containing further details as to the management and structure of Anteros, to read and discuss with the interview panel.
* On the day of the interview, candidates will also be asked to complete a timed task that is designed to test: performance under pressure, IT confidence and aptitude for the job.