

JOB DESCRIPTION

Post Title	Manager
Salary	£27924 - £30178
Hours	35 per week
Holidays	5 weeks plus Bank Holidays
Pension	10% of Annual salary is contributed by Scrapstore
Responsible to	Scrapstore Management Committee
Duration of post	12 months - leading to permanent, subject to satisfactory review
Probation	6 months probationary period, with a review by the Management Committee at 3 months

OVERALL PURPOSE OF THE POST

The post holder will be responsible for the strategic development and operational management of the organisation to ensure the commitment to providing and promoting arts development and creative opportunities in Hull and surrounding areas. Key responsibilities include leading on resource development and fundraising, partnership development, engagement and marketing, operational, building and project management.

Equal Opportunities:

All Scrapstore staff are required to implement and monitor Scrapstore’s equal opportunities in all aspects of the job, and to promote and observe anti-oppressive practice at all times.

MAIN AREAS OF WORK

Overall

- Lead on the Business Plan, in consultation with the staff team and Management Committee, including setting individual and team targets and review annually.
- Manage and coordinate strategic planning for the organisation with the finance officer.
- Manage the development of innovative, high quality arts and creativity-focused projects, services and products, internally with staff, and externally with partners.
- Oversee and liaise with finance officer the development and review of budgets and ensure overall budgetary control is maintained.
- Manage all staff and volunteers, to supervise, support and appraise projects to ensure the smooth operation of Scrapstore
- Building management as a creative hub– ensuring the building is maximised as an income generating resource
- Manage the recruitment, DBS checking, training and supervision of staff, and volunteers with the finance officer.
- Arrange and attend meetings with potential partnership organisations in order to promote the organisation.

- Develop evaluation procedures in order to continue to improve the services and activities of the organisation.
- To liaise with the Management Committee and prepare regular reports when requested.

Resource development and fundraising

- Maintain a level of self-sufficiency through the development of self-generated income.
- Prepare funding applications to grants, trusts, local businesses and any other appropriate sources in consultation with the finance officer ensuring that we meet monitoring and evaluation as required by funders.
- Develop financial resources by offering services/projects to partners, and also by working in collaboration with creatives, and other organisations locally and sub-regionally.

Engagement

- Lead, prepare and implement a Social Media, Engagement and Marketing Plan, as an integrated part of the Business Plan. The focus of this plan should include engaging audiences, developing partner relationships, profile raising and promotional activity. Review annually.
- To promote the organisation to outside agencies and to support other staff in doing so where appropriate.
- Oversee the development of promotional materials for individual projects.
- Ensure that the plans, activities, and services of the organisation are positively promoted to all interested parties especially children and young people, staff and partner groups, and their feedback is obtained and acted on.

Organisation

- Review existing company structure and explore differing legal structures and governing documentation.
- Formulate and review policies and procedures including Health & Safety and Safeguarding for all, whilst keeping Management Committee informed.
- Support the effective working of the Management Committee.
- Work with the Finance Officer to ensure the effective running of the organisation as a whole.
- Oversee building strategy including maintenance of centre buildings, facilities and assets.

Hull 2017 and Beyond

- The postholder will be responsible for ensuring that Scrapstore works proactively with partners across the city to harness the opportunities of Hull 2017 and the Hull 2017 legacy strategic plans.

Also to:

Adhere to all Scrapstore policies and management systems

Undertake appropriate training courses for personal/professional development.

Undertake such tasks as are appropriate to the post and are reasonably required by the Scrapstore management committee.