

## General Manager-Person Specification

Please address each item in the specification in your application. You may not have much relevant experience or knowledge in a particular area, but please give as much information as possible.

These will be assessed at both application & interview stages. The successful candidate will have:

### Essentials

- **Experience** of working at a responsible level within an arts organisation and of managing and supervising a diverse team of staff, freelance workers and volunteers.
- **Experience** in providing line management to PAYE and freelance staff, including conducting inductions, regular supervisions, monitoring work, mentoring, and professional development.
- **Strong organisational** and operational management skills, including overseeing staff and operations to ensure the successful delivery of programmes and projects.
- **Leadership skills** including business & budget management and partnership working, ability to provide strategic direction and inspiration.
- **Strong communication skills**, both verbal and written, with the ability to convey information clearly, concisely, and informatively.
- **Strong problem-solving skills** and the ability to think critically and strategically.
- Excellent organisational, time management, and multitasking abilities, with a keen attention to detail.
- **Knowledge and understanding** of migrant and refugee communities in Greater Manchester and the challenges they face.
- **Experience and knowledge** of effective community engagement, particularly with marginalised communities.
- A strong interest in and knowledge of **contemporary** art that addresses and explores social and political issues.
- **Commitment** to and a working knowledge of equality, equity and diversity principles.
- **Ability to lead, motivate, and collaborate** with a diverse team effectively.

- **Skills in delegation, negotiation, conflict resolution**, responsiveness, and performance management.
- **Proven problem-solving skills** and the ability to work effectively under pressure.
- Strong knowledge of statutory obligations and relevant legislation, including data protection, health and safety, the Equality Act, and safeguarding.
- Knowledge and understanding of **legal requirements** for a CIC.
- Experience of monitoring and high-quality evaluation reports at project and organisational levels.
- Ability to ensure the timely and high-quality production of key company documents, including reports, surveys, and risk registers.
- **Proficient IT skills**, including word processing, spreadsheets, and databases.
- Highly organised and self-motivated, with the ability to **manage competing deadlines** under pressure, maintaining attention to detail and accuracy.
- **Flexibility to travel** throughout Greater Manchester as required.
- Understanding of **budgeting and cash flow** management.
- **Experience in fostering strong relationships** with funders and partners, including effective reporting.
- **Proven ability** to build and sustain partnerships with organisations, community groups, and artists.
- **Understanding of the operational and administrative needs** of a small company.
- **Awareness of marketing and communication strategies** relevant to an arts organisation.
- **Willingness to work flexibly**, including occasional unsocial hours as required.
- **Ability to** manage tasks autonomously, demonstrating initiative, strong organisational skills, and the capacity to meet deadlines with minimal supervision.

### **Desirable**

- **Experience** managing funding streams, working within clearly defined financial parameters.
- **Experience working with individuals** who have lived experience of forced migration or in forced migration contexts.
- **Experience in community development** within diverse and marginalised communities.
- **Strong planning skills** and experience in developing business plans.

- **Ability to speak** additional languages.

### **Qualities**

- A passionate advocate for art as a means of self-expression and an empowering tool for creating change.
- Ambitious, dynamic, and empathetic towards marginalised communities.
- Committed to equality as one of our core values.
- Resilient and willing to take on responsibility.