

## **General Manager - Job Description**

**Salary:** £40k FTE

**Working hours:** Part-time, 28 hours a week with occasional weekends and evenings

**Contract:** This post is currently offered as a fixed term contract until March 2027, however our intention would be to extend this role based on future funding. This contract includes a two month notice period. Probationary period: three months with a review by the Board of Directors. The notice period is 2 weeks during the probation period and two months afterwards.

**Benefits:** Pro rata holiday plus 3 Christmas days. Pension scheme of 3%

**Location:** Salford, Travel across Greater Manchester may be required from time to time

**Contract duration:** 2 years with the intention to extend dependent on funding.

**Closing date:** 30 January 2025

**Interviews:** February 2025

**Start date:** April 2025

**Enquiries:** Fereshteh Mozaffari -([Fereshteh@shebaarts.com](mailto:Fereshteh@shebaarts.com))

**Responsible to:** CEO and The Board of Directors

### **About Sheba Arts:**

Founded in 2018, and registered as a CIC in 2020, Sheba Arts makes arts accessible to everyone and supports the artistic practice and expression of people of the global majority with a focus on refugee and migrant communities. We are committed to working with everyone regardless of their background. Our focus is on Greater Manchester and the Northwest of England. As of 2023, we are an Arts Council National Portfolio and a GMCA Portfolio organisation.

### **Our values:**

We work with all art forms. Our work is rooted in community: we create space for people to share their experiences, stories, and culture. We strive to create an inclusive environment where everyone feels valued, whilst recognising that discrimination can manifest in various forms, including gender, race, class, disability, etc. We work across and beyond the boundaries of language.

Sheba Arts is committed to equal opportunity and it fosters a healthy working environment where people feel safe and valued. We encourage applications from everyone regardless of age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

### **Our current programme:**

Sheba Arts is at an exciting point in its development as a grassroots arts organisation.

Our main programmes include:

- Annual Sheba Festival, including creative workshops, events and celebrations featuring emerging and established artists from across GM and NW.
- Wigan Outreach Programme: weekly arts drop ins in Leigh city centre. Intensive training courses for new refugee and migrant people in the borough.
- Talent Development Programme: supporting an emerging artist with funding and training to create new work

### **Job overview:**

The General Manager is a new role which will support our existing Artistic Director/CEO with the operational management of Sheba Arts. The General Manager will be responsible for our operations, human resources, reporting, policies and procedures and embedding equity, diversity and inclusion across the day-to-day management of the company.

This role provides management support for Sheba Arts as it develops and delivers a multi-artform, socially engaged programme, led by and responding to the cultural aspirations and needs of Greater Manchester's refugee and migrant communities.

### **Key Responsibilities**

**The list of responsibilities is not exhaustive and may be reviewed from time to time by the CEO or the board of directors. The appointee may be required to perform duties outside of this as operationally required and at the discretion of the Board of Directors.**

### **Organisatioal/Operational**

- Manage the recruitment process for core team employees, full and part-time and oversee the contracts of staff, and freelance workers, ensuring a diverse and inclusive workforce.
- Provide line management to the required PAYE and freelance staff, conducting induction for new employees, undertaking regular supervisions, monitoring of work and mentoring, professional development, working conditions, and performance appraisals of the Sheba Arts staff and freelance team.
- Ensure staffing structures are responsive to emerging needs, and conducive to effective team working.
- Maintain accurate and up-to-date employee records, including personnel files, leave and attendance records.

- Ensure that Sheba Arts services, delivery and practice align with the company's objectives and policies, are in compliance with all applicable regulations, and are in accord with current best practice.
- Maintain HR policies and procedures in compliance with employment laws and regulations.
- Ensure staff have access to the necessary tools, equipment, and materials to perform their roles effectively. Responding to unexpected logistical issues, such as equipment breakdowns or staff shortages.
- Organise schedules, meetings, and workflow to streamline operations.
- Oversee employees and operations by providing guidance and problem-solving support, ensuring the successful delivery of our programmes.
- Act as a bridge between different teams to ensure logistical needs are clearly communicated and met.
- Actively contribute to an inclusive and anti-racist organisational culture, being aware of your own biases, and taking action to mitigate against these. Ensuring people feel valued and are treated equitably, with support for people's well-being and mental health.
- Oversee the relocations to new premises, and lead on our operational relationship with our landlords.

### **Policies and procedures**

- Work with the Artistic Director, Board of Directors and staff team to implement agreed policies, procedures and systems.
- Review and develop policies, ensuring that they reflect the company's culture, values, mission and vision and are reviewed, updated and implemented on time.
- Fulfil Sheba Arts' statutory obligations related to funders, data protection, health and safety, the Equality Act, and other relevant legislation.
- Act as the company's Data Protection Officer; manage data collection and protection across the company.
- Develop procedures and protocols within the office.
- Ensure that the company's statutory obligations are met, including adequate insurances.
- Responsible for ensuring Safeguarding and Health & Safety standards are maintained throughout the organisation. Act as the Designated Safeguarding Lead.

### **Monitoring, Evaluation and Reporting**

- Ensure high standards of evaluation and monitoring of the artistic programme of work.

- Ensure high standards of timely reporting to the Sheba Arts Board of Directors, Sheba Arts's core funders (Arts Council England), other funders and stakeholders. This includes the risk register and other relevant documents.
- Oversee the preparation and submission of financial reports to funders and the Board of Directors, ensuring accuracy and compliance with relevant requirements.
- Produce key company documents including the Sheba Arts Quarterly Reports, the quarterly Arts Council England Investment Principles and Activity Plan documents and annual surveys. Submit these reports via online portals such as Grantium, Survey platforms, and any other websites.

### **Governance**

- Attend Board meetings as and when required.
- Provide the CEO with relevant information on all matters pertaining to the Board of Directors' responsibilities, including governance and compliance with regulatory requirements.

### **Marketing & Communications**

- Manage, develop and update the company's internal and external communications strategy and practice, represent and advocate for the company's values, mission and vision.
- Assist and oversee the generation of print and publicity materials, including liaising with designers and printers.

### **Work with the Artistic Director to:**

- Implement Sheba Arts' Business Plans, the programmes and project budgets.
- Oversee the strategic direction of the company and its operational policies.

### **Other duties**

- Actively engage with the organisation's vision, uphold the core values of Sheba Arts and operate by them.
- Together with staff-team develop, implement and monitor high-quality service standards throughout the Company.
- Carry out all tasks in accordance with best practice and organisational Action Plans in respect of Sheba Arts' Investment Principle Plan.
- Be familiar with and adhere to the Company's Policies and Procedures.
- Work in a flexible manner, able to work evenings and weekends as required.
- To be jointly responsible for the up-keep and maintenance of the company's project equipment and resources.
- Represent the company on appropriate networks and forums.

- Undertake any other duties that may be reasonably required in connection with the position.
- Undertake training as required.

**Relationship to other staff:**

**Reporting to:** CEO

**Responsible for line management of:** Producer, Coordinator, Marketing and Engagement Officer, Freelance workers and other staff when required.

**Contacts:**

- Sheba Arts community members, volunteers, trainees
- Board of Directors
- Funding bodies, commissioners and sponsors including Arts Council England, Greater Manchester Combined Authority, and other authorities as appropriate.
- Artists, arts companies, partners and community groups with whom Sheba Arts has working relationships.
- Local, regional and national media.

Sheba Arts is an equal opportunities employer and operates a performance and development system for all its employees, which includes establishing individual training and development needs.