**HIGH PEAK COMMUNITY ARTS – JOB DESCRIPTION**

**JOB TITLE: Operations, Fundraising and Communications Manager**

**2.5 days per week (17.5 hours – 0.5 FTE)**

**GRADE:** NJC (local government payscale) Point 23 to 25 (SO1)

(currently £33,366 - £35,235 pro rata)

The organisation will contribute 5.5% of gross wage to a pension scheme

**JOB PURPOSE:**

To manage the internal operations of the organisation and ensure that the Board of Trustees meets its legal obligations.

To manage the external profile of High Peak Community Arts, in order to maintain and increase the sustainability of the organisation, through increased visibility and income streams.

To take joint responsibility with the Board of Trustees and the staff team for the ongoing development of the organisation.

The workload is balanced on average, per week - 1 day fundraising, 1 day operations and ½ day communications, with variation throughout the year.

The post requires one day (7hrs) per week in the office in Whaley Bridge, High Peak (Tuesday, Wednesday or Thursday); and the other 10.5 hours may be worked flexibly.

Some evening and occasional weekend working is required.

**POSITION IN ORGANISATION:**

The **Operations, Fundraising and Communications Manager** will be employed on a permanent contract, after completion of a successful 26 week probation period, during which the role will be under induction with the Creative Programme Manager.

The Senior Staff Team currently comprises:

Creative Programme Manager – 0.8 FTE

Operations, Communications & Fundraising Manager – 0.5 FTE

They are assisted by and collaborate with:

2 x Creative Project Assistants – 0.4 FTE each

A freelance bookkeeping / business consultant; a payroll organisation; and a web manager.

Many and varied freelance and sessional workers.

The Senior Staff Team is responsible for preparing strategy for approval by the Board of Trustees of the organisation and for its subsequent implementation, liaise with other members of the Team to fulfil all the responsibilities of their posts and the organisation as a whole.

**MAIN DUTIES:**

**Operational Management – average 1 day / week**

**Board and Compliance:**

* Act as the main liaison with the HPCA board – set dates and send notices for meetings, prepare and distribute agendas, take minutes and distribute minutes to board and staff.
* Co-ordinate the annual report with the Creative Programme Manager
* Co-ordinate production of the annual accounts:
  + Prepare information as needed for accountant in liaison with bookkeeping / business consultant
  + Liaise as needed with the accountants to produce final accounts
  + Coordinate the signing of accounts by Chair and Treasurer
* Organise the Annual General Meeting inc. the mailing out of agenda and annual report to members, taking of minutes, distribution of minutes after the meeting
* Report to the Charity Commission and Companies House – trustee changes, mid-year return, annual return
* Oversee database management
* Work with the Creative Programmes Manager on recruitment of any new staff
* Enrol new staff with payroll and issue contracts and work with the Creative Programme Manager on induction.
* Oversee regular reviews of HPCA policies with staff and board
* Liaise with payroll organisation as needed

**Administrative:**

* Monitor the HPCA’s general email address (mail@highpeakarts.org)
* Arrange HPCA’s annual insurance – public liability, employers’ liability, premises contents and equipment.
* Oversee the Tax, MOT, Insurance and Breakdown cover of the company vehicle
* Oversee the petty cash (including paying in at the bank when required), floats needed for events and use of card readers.
* Act as the main liaison with payroll.

**Fundraising & Development – average 1 day / week**

* Coordinate a fundraising strategy with the staff team and trustees, and agree targets with the board.
* With the team, work to create the annual budget and forecasts
* Co-ordinate the writing of HPCA’s business plan with staff and board.
* Maximise unrestricted income for HPCA through
  + applications to charitable trusts, local authorities and other funding bodies
  + Gift Aid claims
  + Development of the Friends Scheme.
* Support funding applications by the Creative Programme Manager for future project funding.
* Work with the Creative Programme Manager to develop public fundraising campaigns as opportunities arise.
* Investigate best practice with similar organisations

**Communications – average 0.5 days / week**

* Develop and implement a comprehensive communications strategy to increase awareness and visibility of HPCA’s activities and mission:
  + Develop an external communications calendar, for use by the team.
  + Develop the rolling key messages for the organisation, for the team and trustees.
  + Develop campaign materials, linking to fundraising initiatives.
  + Work with the Creative Programme Manager to explore new channels.
* Build relationships with local and regional media to secure coverage.
* Contribute and coordinate monthly copy and visual content for use in the comms strategy.
* Provide additional communications support during busy project periods and in the lead up to public events.
* Monitor the impact of comms activities on awareness and engagement.
* Liaise with HPCA web designer to review our website design and prepare the monthly newsletter.
* Communicate with our HPCA Patron and Ambassadors to develop ways for them to advocate for the charity.

**Shared duties covered collectively by the team:**

* Managing office upkeep and supplies
* Processing DBS applications
* Organising team meetings and producing minutes with action points
* Processing BACS payments (dual authorised)
* Liaising with bookkeeper / business consultant
* Presenting quarterly management accounts (from bookkeeper/business consultant) to the board

**CPD**

Undertake CPD to strengthen existing skills and knowledge as required.

The successful candidate will need to apply for a Basic DBS Check.

**SKILLS AND EXPERIENCE**

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| --- | --- | --- | --- |
| **Area** |  | **Essential / desirable** | **How assessed** |
| Operations | Strong organisational abilities and ability to work to deadlines and prioritise work effectively | Essential | Application / Interview |
|  | Ability to be self-motivated and to work on own initiative | Essential | Application |
|  | Demonstrable attention to detail and accuracy | Essential | Interview task |
|  | Ability to work within a team collaboratively | Essential | Interview |
|  | Knowledge/experience of working within these sectors: Arts, Health, Communities | Desirable | Application |
|  | Strategic thinking and experience of implementing successful strategy changes. | Desirable | Application / Interview |
|  | Experience of a range of IT applications and systems; including email, spreadsheets, word processing and webtools for publishing and monitoring content. | Essential | Application |
|  |  |  |  |
| Fundraising | Experience of writing successful funding applications at a range of scales | Essential | Application / Interview / reference |
|  | Experience of researching funding bodies | Essential | Application |
|  | Experience of researching potential networks and local and national development opportunities | Desirable | Application / Interview |
|  |  |  |  |
| Communications | Strong communication and presentation skills | Essential | Application / interview |
|  | Experience of producing clear, succinct and accurate written content for a range of audiences, both formal and informal. | Essential | Application / Interview task |
|  | Experience in PR, communications and marketing, ideally within the charity, education or non-profit sectors. | Desirable | Application |
|  | Demonstrable success in securing media coverage and increasing social media reach and engagement | Desirable | Application |
|  | Experience in developing relationships with Friends schemes or Ambassadors for an organisation | Desirable | Application / Interview |
|  | Experience of representing an organisation at professional meetings or networks. | Desirable | Application / Interview |
|  | Knowledge of the High Peak area and / or an understanding of the issues of working with rural communities and hard to reach groups. | Desirable | Application |
|  |  |  |  |
| General | At least 5 years experience of independently leading in at least one area of this job role, i.e. operational management, fundraising or communications. | Essential | Application / reference |
|  | Willingness to learn and to undergo professional development as appropriate. | Essential | Application |
|  | Demonstrate a commitment to the policies and working methods of the organisation, including a pro-active Equity, Diversity and Inclusion Policy, Safeguarding and Worker’s Code of Conduct, confidentiality, Privacy Policy, Environmental Policy | Essential | Application / interview |
|  | Ability to do the travelling necessary to fulfil the functions of the post (by use of organisation’s vehicle or other means). | Essential | Application |