



Job title: GENERAL MANAGER.

Fee 0.5 FTE. (PAYE) of £30,000 p.a.

b-side CIC are looking for a P/T General Manager, with experience and qualifications in financial reporting and management, expertise in human resources/employment policy, knowledge of developing and implementing effective office systems, managing data protection and with a keen interest in Arts and/or Events Management.

b-side is a not-for-profit Community Interest Company, with a small P/T core staff team, based on the Isle of Portland, Dorset. It is expected that the General Manager will work from our project space 'Outpost' in Fortuneswell, and may be required occasionally to attend meetings and conferences on behalf of b-side, generally in the South West.

Availability to work some out-of-office hours in the evening and on weekends if required, particularly around event and festival times, would be preferable.

b-side commissions artists to make site-specific and site-responsive artworks in any media, responding primarily to the island of Portland, whilst simultaneously regarding Portland as a microcosm for issues of global significance. We showcase our programme every two years in a festival format.

Applications should consist of a Curriculum Vitae and a short (under 750 words) letter of application detailing previous experience, suitability for the post, availability and how you would imagine working with a small P/T team to deliver the vision and missions of [b-side](#). For a job description, person specification and some background on b-side, please contact the Executive Director, Alan Rogers at alan@b-side.org.uk

Deadline for applications is 14 March 2019, by email to the above address.

Interviews are expected to be 26 & 28 March (tbc).

Background Information

Company name: b-side Multimedia Arts Festival CIC

b-side commissions artists to make site-specific and site-responsive artworks in any media, responding primarily to the island of Portland, whilst simultaneously regarding Portland as a microcosm for issues of global significance.

We showcase our programme every two years in a festival format, which takes place at various sites on the island over ten days in September. Our 'open call' for artists starts 18 months before the festival, and many of our artists work with the island and islanders over an extended period.

b-side is currently developing a long-term programme on the theme of 'Land'. The project explores themes around our relationship to land, here and elsewhere. This includes the physical and environmental context: erosion, land exploitation, biodiversity and climate change, together with the human, social context: migration, land ownership and rights.

The aim of this programme is to give artists the opportunity to make new, challenging work that in turn will raise awareness of the human and environmental costs of climate change to local and wider audiences.

That sounds very worthy and it is...but b-side will do it with humour, pizzazz, originality and a great deal of cake!

www.b-side.org.uk

A truncated version of our business plan is available on request from the Executive Director alan@b-side.org.uk

Job Description

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Job title: GENERAL MANAGER.

Fee 0.5 FTE. (PAYE) of £30,000 p.a.

NB. Please note that not all of the following requirements happen simultaneously. There is a two-year biennale festival cycle in place. Some of the work, once in place, will need monitoring and maintaining, rather than continuous updating.

This job reports to the Executive Director, who reports to the Board of Directors.

Finance

Working closely with the Executive Director, Board and Bookkeeper to develop & monitor annual and project budgets, and to monitor & report progress against financial targets.

- Cash Flow: To oversee day-to-day financial transactions, cash-flow monitoring, payments, banking income, raising invoices, managing petty cash
- Produce financial reports & advise the ED/Board as necessary
- Support the Board and Team with fundraising, particularly in terms of the reporting requirements of all major and smaller funders

- Manage membership, donors, sponsorship and individual giving schemes
- Identify and maintain appropriate insurances (Buildings, Contents, Public & Employers' liability)

Systems Management and Administration

Responsibility for the management of the infrastructure of the company, including administrative and IT systems etc.

- Produce and manage an Information Dashboard for all team and directors
- Develop and implement effective office systems, ensuring that the company's IT systems and software are fit for purpose. To maintain and troubleshoot email/server and Dropbox/file-sharing systems
- Negotiate the terms of service agreements (utilities, IT support, premises) with reference to value for money, effective delivery and environmental issues, and ensuring that the Company's premises are appropriately maintained.
- Ensure and maintain an efficient Team Management System. Oversee and maintain the Team Calendar, Mailchimp Database etc
- Ensure adequate evaluation systems are in place for all projects.
- Ensure that all equipment and premises comply with legal requirements, including Health and Safety legislation.
- Act as Data Protection Officer and ensure that all procedures comply with relevant legislation
- Manage the b-side mailing list
- Upload and maintain Curator Space during the 'Open Call' selection process every second year

Policies and Procedures

- Ensure the correct, updated policies are in place for applications funding bodies and in compliance with HMRC and employment law
- Deal with correspondence from Companies House, file annual CIC34 report, report changes in directors etc

Maintaining Relationships with existing funders

- Upload and file required documents to Grantium, check ACE payments, enquiries, meetings and schedules
- Oversee documentation, payment and evaluation schedules with other principal funders

Human Resources

Responsibility for the HR function, leading the development of management and employment policies and practices:

- To ensure that the company's HR policies and procedures (including arrangements for grievance and disciplinary matters, staff development and training) comply with current legislation, follow good practice, are effectively communicated to staff, and that conditions of service are regularly reviewed
- To co-ordinate all recruitment activities, ensuring that recruitment and selection procedures comply with current legislation and follow good practice and that appropriate contracts are issued to all staff.
- To ensure that appropriate mechanisms are in place for the health, safety and welfare of staff
- To identify all training requirements and organise appropriate training when needed with reference to the budget
- To maintain personnel records in accordance with the provisions of GDPR

Outpost (Project space and office)

- To manage Outpost Project Space: schedule agreed exhibitions, order materials & equipment and organise and manage the delivery and collection of art-work
- To oversee, manage and schedule other use of space by third party agencies
- To oversee and manage utilities and services for Outpost

Person Specification

Company name: b-side Multimedia Arts Festival CIC

Job title: GENERAL MANAGER

GENERAL

Essential

- Ability to work from the Outpost Project Space, Isle of Portland, Dorset for the vast majority of working hours.
- Ability to work as part of a small P/T team and engage positively with Staff, Directors, Volunteers, Artists, Supporters, Donors and audiences.
- Able to both report to, and work closely with, the Executive Director (also on 0.5 FTE)

Desirable

- A clean driving licence: The General Manager will be required from time to time to attend meetings and conferences on behalf of b-side, generally in the South West.
- Availability to work some out-of-office hours in the evening and on weekends if required, particularly around event on festival times.
- Flexible approach and ability to balance attention to detail with the bigger picture
- Commitment to, and interest in, the mission of b-side

QUALIFICATIONS

Essential

BTEC / BA / MA / Occupational Training in one or more of the following:

Business and Finance
Administration and/or Management
Human Resources
Arts and/or Events Management

Desirable

Qualifications in the arts and/or demonstrable knowledge of a variety of art practices.

SKILLS, COMPETENCIES AND KNOWLEDGE

Essential

- Producing financial reports for directors
- Managing Cash-Flow
- Working with accountants and bookkeepers

- Developing and implementing effective office systems
- Database management
- Managing Data Protection
- Excellent IT skills

- Writing and maintaining policies
- Writing and maintaining contacts

- Good knowledge of employment law
- A good understanding of HR legislation

Desirable

- Scheduling Deliveries and Collection
- Effective office and premises management
- Negotiating and drafting support and supplier contracts

- Experience of working with Boards and developing organisational policies
- Experience of overseeing HR policies and processes
- Knowledge of H&S regulations and policies
- High level of literacy and numeracy

PREVIOUS EXPERIENCE

Essential

- Responsibility for financial management and generating income
- Held a similar post in a relevant sector
- Has overseen staff management and training programmes

Desirable

- Has created and monitored policies and procedures for a similar organisation
- Has experience in dealing with the general public

PERSONAL QUALITIES

Essential

- Self-motivated
- Self-starter
- Organised & logical,
- Diligent & responsible
- Efficient with attention to detail
- Ability to work under pressure / to deadlines
- Resourceful

Desirable

- Energetic
- Flexible
- Positive
- Proactive
- Creative problem solver
- Ability to act as an advocate and represent the organisation's work and values
- Knowledge of the local area