

Swamp Circus Trust Limited

Job Title:	Company Manager
Salary:	To be confirmed but anticipated to be c.£27-£29k. Salary will be reviewed annually on 1 July.
Hours of Work:	37.5 hours per week. Some evening and weekend work will be necessary to carry out the duties of this post. Time off in lieu may be allowed in respect of hours worked above basic hours, subject to prior agreement by the management committee.
Location:	The company offices, currently The Magna Centre, Sheffield Road, Templeborough, S60 1DX.
Responsible to:	Board of Trustees (also referred to as the Management Committee)
Responsible for:	Performer/Tutors, Project Managers, Office Manager, Volunteers
Annual Leave:	Annual leave entitlement is 20 days (pro rata), in addition to statutory and public holidays. Leave runs from 1st January.
Pension Scheme:	There is currently no company pension scheme.

Objectives:

- To lead and take responsibility for the strategic development and management of the company, its projects and its staff.
- To build and deliver an annual programme of work for the company within the agreed ambitions for the company and within budget requirements.
- To ensure the development of the quality, style and direction of artistic practice within the company.
- To develop the capacity and sustainability of the company.

Main Duties and Responsibilities:

Development:

- Develop and achieve the aspirations of the company.
- To develop strategic partnerships and contexts for the company.
- Research opportunities for and construct programmes of work for the company- with other organisations when appropriate. If required, seek the resources to implement programmes.
- Research and identify the needs of new and existing clients and, together with appropriate members of staff, develop and design residencies, projects, shows, acts and workshop packages which fulfil those needs
- Lead, support and line manage staff as appropriate eg: artists, project managers etc.
- Consult with and support other members of the team to develop their areas of work.
- Together with appropriate members of staff, develop and implement a marketing plan.
- Together with appropriate members of staff, design and implement research and evaluative pieces of work. Share findings with company
- Responsible for the development and implementation of strategies, policies and action plans.
- Assist in the recruitment of and induction programmes for new team members and, when appropriate, support trainees and placements.
- Responsible for leading the company on, and ensuring the quality of, advocacy, promotion and customer care.
- Advise other members of the company when required and support them and their work when appropriate.

Management and Delivery:

- Manage or delegate the delivery of the programmes of work
- Willingness to work some unsociable hours within the stipulated contracted hours, including evenings and weekend work.
- Working with the Management Committee to ensure that the Company has effective governance which will include maintaining policies and procedures
- To provide line management to all company staff and oversee the management of volunteers
- To oversee the development of detailed work programmes for each project area and each staff member.
- To ensure that effective publicity and marketing materials are in place to promote the work of the company.

Financial:

- Set and manage overall budget for the company and develop financial targets, monitor achievement and take action to adjust where necessary.
- Develop and manage budgets for individual projects with the individual project manager.
- Develop company budget in consultation with the Management Committee
- Develop company income targets in consultation with the Management Committee
- Ensure financial monitoring requirements are fulfilled

Fundraising:

- Seek sustainable funding for this post and others within the company from a variety of sources, including grant funding, project funding and procurement.
- Appropriating and allocating resources effectively.

Advocacy & Communication:

- Take on the role of advocate for creative approaches/use of the arts by sitting on strategic bodies /working groups/networks in order to change and influence thinking, policies and implementation – particularly at a local level
- To support and represent the company in relevant meetings/ networking/ promotional events.
- Disseminate information regarding the company internally (including regular reports to Management Committee) and externally
- Produce reports/publications /presentations that can be shared in a variety of contexts, locally, regionally and nationally
- Attend management and company meetings and lead decisions on the programme of work and development of policy and practice
- Lead promotion of the work of the company

Whilst every effort has been made to outline all the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Therefore, the post holder may, from time to time, be asked to undertake other reasonable duties commensurate with the grading of the post.

In addition to undertaking the duties as outlined above, the post holder will be expected to fully adhere to the following:

1. Equality

Act in accordance with the organisation's Equality Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.

2. Operational

Ensure that all duties are carried out in line with the organisation's health and safety, operational, performance management, personnel, data protection, and financial regulations policies and procedures.

3. Corporate Image

Adopt a professional image at all times.

4. Confidentiality

Maintain absolute confidentiality with regard to the organisation's information and procedures.