

JOB DESCRIPTION

Job Title: Operations Manager

Responsible to: Director

Location: Centrala Space , Birmingham

Weekly Hours: 22.5 h/per week

Pay: £27,000 -£30,000 p/a pro rata depending on experience

Position Type: temporary 12 months contract

Application deadline: 14/5/2021

Interview date: 19/5/2021

About us:

Centrala was launched in 2014 and has gone onto establish itself as a nationally and internationally recognised centre for Central and Eastern European art and artists. We are now the only publicly-funded gallery of our kind and the only advocate for Central and European art and artists outside London. Our mission is all-embracing: we are powerful advocates for social integration, bringing together diverse audiences under one roof to share, explore, debate and connect with high quality art and events. We strive towards our vision of a society where Central and Eastern European communities are welcomed and integrated, and where their art, culture and heritage are recognised and understood.

Our Vision & Mission

Our vision is a society where Central and Eastern European communities are integrated and welcomed in the UK and where Central and Eastern European arts and culture are understood and recognised nationally and internationally.

Our mission is:

- To advance the social integration and cohesion of Central and Eastern European communities in the UK
- To promote Central and Eastern European arts and culture to a diverse audience.

Our values are:

- Equality and diversity as preconditions for co-existence and mutual respect
- Inclusion as a means of preventing individuals from feeling isolated, disaffected or marginalised
- Collaboration as a tool for building communities and a sense of ownership, as well as own capacities
- Communication as a basis for constructing effective, respectful and balanced relationships
- Integration as a context for celebrating Central and Eastern European culture and tradition within British society.

Principal Purpose of post:

To assist the Directors with responsibility for Operations, Development and Governance for Centrala.

Key responsibility areas

- Strategic leadership in conjunction with the Director
- Act as the lead of Operations and Development for Centrala
- Assist in delivery of the Centrala Business Plan, review and develop it throughout the programme to meet key agreed and required outcomes.
- Collate and coordinate reports, information, and statistical data for projects and programme outputs, and maintain databases required for Centrala funding reports, applications and evaluation reports.
- Schedule internal and external meetings, record meetings and coordinate actions.
- Manage and maintain a central filing system for project delivery
- Management of general correspondence and directing other enquiries as appropriate and office administration
- Support the Directors in the strategic development of Centrala with reference to the current artistic and community environment implementing new projects and initiatives and developing existing opportunities for arts engagement
- Support the Director to develop an artistic commissioning process aligned to an outcomes framework
- Play an active role in strategic planning with the team with particular reference to arts delivery, collaborative partnerships, engagement, communications and audience development

Action Research and Sharing Learning in conjunction with the Director

- Oversee, and develop where necessary, the programme monitoring and evaluation systems and where appropriate aligning these to the national evaluation programme
- Ensure that project learning is shared with the wider arts community
- Oversee the development and management of the evaluation methodologies and delivery of monitoring
- Supporting and feeding into the national evaluation programme and Arts Council England evaluation
- Prepare reports for funders

Governance and Management

- Assist in producing reports on projects and programme delivery to the Centrala Boards
- Facilitate opportunities for community decision making through the governance structure for Centrala
- Monitor and regularly update policies and procedures
- Produce project reports for funders
- Manage and support additional staff contracts and/or freelance contracts.

Finance

- To assist in the management of Centrala project budgets with the team, within the guidelines of the “accountable body” ensuring the organisation meets its financial targets and responsibilities
- Ensure that funds are directed in line with the Centrala Business Plan and that all available resources provide value for money including maximum leverage within agreed policy and planning guidelines
- Manage the provision of written materials, budgets, evaluations and other information as necessary to the “accountable body” to support financial accounting, evaluation and monitoring.
- Oversee contract management

Legacy and Fundraising

- In conjunction with the Director and Fundraising Consultants, develop a fundraising strategy for Centrala working with the team where appropriate
- Contribute to delivery of fundraising plan
- Develop and maintain key strategic relationships, within private, third and public sector as active partners and funders for the Organisation working towards long term relationships.

General

- Undertake appropriate training as agreed with the Team
- Actively participate in evaluation and staff appraisal
- Carry out any other specific tasks as may be reasonably required by the Directors and Programme Team

Person Specification

ESSENTIAL

Experience:

- A high level of organisational, administrative, financial management and IT skills and clear ability to prioritise
- Understanding effective partnership working with other organisations in the public, private and third sectors.
- Working directly with and meeting the needs of a broad range of stakeholders.
- Demonstrable track record of fundraising through different income streams
- Assist in the Managing and monitoring large budgets.
- Experience of monitoring and evaluation.
- Excellent understanding of the arts and cultural and social Sector
- Educated to A Level standard or equivalent, with GCSE (or equivalent) Maths and English

Knowledge and Skills

- Knowledge of the operation of an Arts organisation
- Ability to develop and sustain a range of partnerships and networks including artistic development
- Ability to manage multiple projects with a common goal
- A knowledge of financial systems and working with statistical data
- A minimum of 12 months' previous experience in a similar role and environment
- Demonstrate an enthusiasm for working collaboratively with others both within a small team across the wider network

Personal Attributes

- Mature and resilient approach to working under pressure.
- A demonstrable passion for a wide variety of arts and creative practice and ability to inspire others.
- Ability to plan and organise a complex workload, meet strict deadlines and work under pressure.
- An understanding of and commitment to diversity and inclusion
- An understanding of the values and drivers of the public, private, voluntary and community sectors.
- Ability to deliver projects within budget and on time
- An ability to work effectively as part of a team and to develop meaningful partnerships with other collaborators
- Ability to work weekends, evenings and bank holidays as required.

DESIRABLE

- A full clean driving licence and use of a car
- Educated to degree level or equivalent
- An understanding of CEE art and Migrant communities
- Experience or knowledge of working within community setting