



Interim General Manager (Fixed term)

Dear Candidate,

Thank you for taking the time to find out more about East London Dance and for your interest in the post of Interim General Manager.

You would be joining us at such an interesting time. Dance in east London is changing, and our company is at the heart of this change, developing partnerships to make sure that everyone has the opportunity to experience dance locally and creating new platforms to showcase the incredible talent that we see daily. We are in the midst of a capital project to establish a National Talent House for Urban Culture alongside our music partner Urban Development. We plan to move in Autumn 2019, marking the end of our 30th anniversary celebrations, and the General Manager will play an important role in preparing the organisation for this move.

There is a lot to do, but there is a fantastic team and board in place, alongside a project team who are managing and delivering the capital project, so the charity is ready for the challenge. The job description and person specification enclosed should give you a good idea of the skills and experience we are looking for.

If you would like to apply, please do so in writing ensuring that you include:

- Your CV with details of your current position and salary level.
- A statement setting out why you are interested in the post and demonstrating how you meet the requirements of the Job Description and Person Specification.
- The names and contact details for two referees. Please indicate if you do not wish your referees to be contacted prior to an offer of employment being made.
- A completed Equal Opportunities monitoring form: please download from www.eastlondondance.org/opportunities

You can submit your application electronically to recruitment@eastlondondance.org.

We will consider applications for flexi-working / job sharing.

Deadlines and Dates

Closing date for applications	Wednesday 12 September 2018, 11am
Interviews:	Monday 17 September 2018
Ideal start date:	Monday 15 October 2018

We look forward to hearing from you,

Polly Risbridger
Director

Interim General Manager Job Pack – Aug 2018



Supported using public funding by
**ARTS COUNCIL
ENGLAND**

ABOUT THE POST

The Interim General Manager post will provide six-month adoption leave cover. The Director and General Manager form the Executive team for the organisation, and the role ensures effective financial management, efficient operations, monitoring of compliance and governance, and the strategic development of the charity during a period of growth including a planned capital project to establish a new home.

ABOUT EAST LONDON DANCE

In the UK's fastest-changing community we bring dance to people and people to dance, producing ambitious performances that attract wide audiences alongside projects to get all ages dancing.

Uncovering diverse talent, we train young professionals, develop their careers and watch them fly.

We collaborate widely and attract world-class choreographers and artists to come and work with us. Across the dance world, and among our audiences and participants, we make friendships, partnerships and inspired connections.

Take your dance journey with us.

Core Goals

1. Participation & Audience Development

- a. Ensure everyone in east London has the opportunity to experience and engage with high quality dance, increasing learning, enjoyment and health, reaching those who do not usually engage in the arts.
- b. A clear progression route for every child and young person in the community of east London, through easily accessible, high quality, relevant programmes offering a diverse range of opportunities, from open classes to structured development projects leading to a career in the arts.
- c. Programme accessible and relevant work that attracts new audiences to dance from across east London

2. Artists, Producers and Artform Development

- a. Identify, nurture and launch the careers of entrepreneurial dance artists and producers, whose work embraces the eclecticism, diversity and aesthetic of east London.
- b. Champion an enterprising approach to talent development, enabling our community of artists and producers to work across sectors and locate opportunities and employment in new industries.
- c. Commission, produce and present dance that challenges traditional conventions, by working across a range of spaces and environments, offering platforms for underrepresented artists and embracing collaborations across art forms

3. Resilience and Capacity building

- a. Develop a robust entrepreneurial business model to ensure the organisation is 'future proof' and able to adapt and respond to the fast-changing environment and to ELD's capital plans.
- b. Encourage enterprise and diverse skillsets in our artists, communities and employees.
- c. Form partnerships with incoming cultural organisations that foster allies, not competitors

4. Leadership and Influence

- a. Create a centre of excellence that provides artistic and strategic leadership for Dance and Urban culture
- b. Sustain a talent pipeline through demonstrating a new model for nurturing diverse future leaders
- c. Champion the role of dance in place-making and community cohesion, contributing to health, wellbeing and education.

5. Diversity and Equality

- a. Embed a holistic approach to diversity in our artistic processes and choices, ensuring our programme is representative of and celebrates our diverse communities, encouraging the development of diverse leaders and decision makers.
- b. Ensure that all our employees and beneficiaries are equally welcome in an environment free from harassment or discrimination.

6. Digital Innovation

- a. Upskill our beneficiaries and be a strong voice in the ever-evolving ways in which digital activity and dance interact.
- b. Experiment with and embed digital activity through all aspects of the organisation to support our core mission and vision
- c. Use technology to make our work more accessible, engage new audiences, beneficiaries and supporters and reach beyond our geographic location

7. Evaluation and quality metrics

- a. Collect, evaluate and analyse the views of (or sample of) participants, artists, peers and audiences from all major projects and ongoing programmes.
- b. Use evaluation data and information (qualitative and quantitative) to inform and refine the organisation's practice and to disseminate to the wider sector

Reach

East London Dance currently works across 8 east London boroughs: Barking and Dagenham, City of London, Hackney, Havering, Newham, Redbridge, Tower Hamlets and Waltham Forest. Additionally we have a range of national and international partners with whom we deliver collaborative projects and support the export of work created in east London.

Funding

East London Dance is part of Arts Council England's National Portfolio of Organisations and currently also has multi-year funding from the Esmée Fairbairn Foundation and HeadStart Newham. In addition, we secure funding through a range of partnerships and projects, as well as through earned income and individual giving.

Structure

East London Dance has been under the leadership of Polly Risbridger since her appointment as Director in Summer 2013. There are currently eight full time posts, two part time posts and a year-long placement, plus a broad range of freelance artists and specialists.

East London Dance is a registered charity, a company limited by guarantee and is governed by a Board of Trustees, chaired by Moira Sinclair (CEO, Paul Hamlyn Foundation). Active board subgroups include Fundraising, Property and Finance.

Partners

Partnership working is key to East London Dance's artistic and strategic development. Our partners include local, regional, national and international cultural organisations; partners from the education, health and sports sectors; corporate partners, sponsors and advisors; and local authorities.

We have three principal partnerships: Stratford Circus Arts Centre (Principal Venue Partner), University of East London (Principal University Partner) and Sadler's Wells (Strategic Partner).

Other examples include the establishment of Dance Cluster East with Sadler's Wells, English National Ballet and Studio Wayne McGregor; recent completion of a major £0.5m co-production partnership for *East Wall* with Hofesh Shechter Company, Historic Royal Palaces and LIFT; HeadStart Newham with London Youth and Sadler's Wells; and we are an active consortia member of Stratford Rising, East London Cultural Education Alliance, Pan-London Dance Partnership and National Dance Network.

JOB DESCRIPTION

Post:	Interim General Manager
Fixed term:	6 months (ideal start date 15 October 2018)
Salary:	£32,000 – 36,000 per annum full-time equivalent
Hours of work:	Full-time, based on 37.5 hours per week. Some evening and weekend work will be required.
Period of notice:	1 month
Probation period:	1 month
Annual leave entitlement:	25 days full-time equivalent (12.5 days pro rata) between April-March, plus statutory holiday allowance pro rata
Office base:	Stratford Circus Arts Centre, Theatre Square, Stratford, London, E15 1BX
Expenses:	Travel during the course of business will be reimbursed and mileage paid in line with East London Dance's expenses policy
Benefits:	Pension scheme; childcare voucher, and (on completion of probation) ticket budget to see work
Overtime:	Overtime payments are not made. Time off in lieu is provided
Responsible to:	Director
Responsible for:	Communications Manager, Company & Digital Coordinator, Book-keeper, IT Consultant, and occasional office based placements and volunteers
Key relationships (internal):	Board of Directors, Director, Partnerships & Development Manager, Creative Producers, Assistant Producers, Communications Manager, Company & Digital Coordinator
Key Relationships (external):	Funders, local authorities, strategic partners, venues, artists, consultants, auditors

PURPOSE OF THE POST:

- **To ensure effective financial management across the company**
- **To enable the company to operate effectively & efficiently and comply with all legal and statutory requirements**
- **To support and contribute to the strategic development of the organisation in line with the business plan**

KEY RESPONSIBILITIES:

Finances

- Prepare and monitor annual budgets with the Director and Creative Producers, including allocating budget codes and supporting budget holders to monitor their budgets
- Manage the day-to-day financial operations and ensure effective financial controls are in place, including petty cash, credit cards and bank reconciliation
- Process and maintain records for all organisation expenditure, including authorising core expenditure invoices and managing payroll
- Process and maintain records for all organisation income, including authorising invoices raised, reconciling Box Office sales, chasing overdue payments, and depositing payments
- Produce quarterly management accounts and financial reports for the Board and Finance Sub-Group
- Manage the core operations budget ensuring expenditure is controlled and value for money is sought
- Prepare and contribute to financial reports for funders, and produce financial data analysis as required
- Coordinate board approval of the statutory accounts
- Manage the bookkeeper and other finance staff as required
- Act as bank signatory and credit card holder
- Liaise with HMRC as required on all tax matters, staying up-to-date with changes and how the company can best benefit from them

Operations

- Oversee the day-to-day company operations and ensure the organisation is operating effectively and efficiently
- Review and implement systems where necessary to ensure the smooth running of the organisation
- Manage the office tenancy and all service providers for the organisation, ensuring maximum value for money and quality of service
- Manage the IT systems including managing IT support contractors

- Ensure effective data management and analysis, including supervising the Company & Digital Coordinator's management of the CRM
- Oversee monitoring and evaluation for the organisation, ensuring the staff team are embedding this into project planning and delivery
- Contribute to reporting requirements for funders

Strategic Planning

- Contribute to East London Dance's long term visioning and planning, including writing, reviewing and implementing elements of the business plan and supporting partnership development
- Work with the Director to ensure the organisation is resilient for the future through effective financial planning and decision making
- Work as part of the Senior Management Team to support organisation development

Governance and Legal & Statutory

- Provide high level administration for the board
- Attend and minute all board meetings
- Support and prepare all required papers and reports for board
- Oversee the Finance and Operations Board sub-group
- Manage the company's legal and statutory requirements and submissions, including Companies House and Charity Commission
- Review and renew all company policies and develop and implement new policies as required, ensuring staff compliance with them
- Ensure the company is abreast of changes in legal and statutory requirements

Personnel and HR

- Line manage Communications Manager, the Company & Digital Coordinator and other contract, freelance and volunteer staff when required
- Ensure all employment policies and practices are in place and implemented effectively
- Oversee recruitment across the organisation
- Supervise the issuing of all contracts, ensuring consistency and best practice, including checking necessary DBS certificates
- Implement and manage the organisation pension scheme and other employee benefits, such as travel card loans

Fundraising and Income Generation

- Support the Director, Partnerships & Development Manager and Creative Producers with the preparation and submission of funding applications, in particular financial information and application budgets

- Provide a monthly reconciliation of online donations via CAF Donate to the bookkeeper
- Work with Director and the staff team to maximise earned income, donations and sponsorship opportunities

Equal Opportunities

- Carry out all duties with an understanding and commitment to equal opportunities

Other

- Be an advocate for and represent East London Dance at events and functions
- Attend and staff East London Dance events as required
- Undertake any other related tasks required by the Director

PERSON SPECIFICATION

Skills, knowledge and experience

Essential:

- Minimum of four years' experience of working within an arts organisation or charity, with at least six month's experience working at middle/senior management
- Sound financial management experience, with a track record of preparing management accounts and annual budgets
- Highly organised with excellent attention to detail and ability to produce work accurately
- Numerate with an ability to analyse and interpret complex data
- Strong understanding of the funding environment for the arts, including knowledge of Arts Council England
- Excellent IT skills and knowledge
- Experience of successfully recruiting, managing and motivating staff
- Excellent verbal and written communication skills and ability to establish a good rapport with a wide range of individuals and organisations
- Ability to work in a fast paced environment and adapt quickly to different needs and demands
- Able to prioritise and manage multiple tasks
- Commitment to promoting equality of opportunity

Desirable:

- Experience of working effectively with a Board of Directors and Finance Chair
- Experience of preparing statutory accounts
- Experience in generating income for an organisation
- Passionate about the arts and development of artists, audiences and participants
- Knowledge of policy and legislation relating to charity, company and employment law
- Experience of using Account Edge Plus
- Experience of managing a building