



General Manager Job Description

Location:	Munster Road, London, SW6 5RE
Reports to:	Artistic Director / CEO and the Board of Trustees.
Line managing:	Fundraising and Administration Assistant (part-time)
Salary Range:	£23,000 - £26,000 per annum (dependent on experience). Holiday is statutory.
Working hours:	Full-time position. Office hours are Monday to Friday, 9am to 6pm, however the role will require some flexibility and occasional change in working days, evening / weekend hours.
Contract:	Initial 1 year contract (with intention to extend) subject to a three-month probationary period.

Company Aim:

The Outside Edge Theatre Company works from the perspective of creating theatre and drama that supports people affected by addiction. Through theatre and performance, our work provides assistance to reach and recognise potentials, find an identity and build skills and confidence in order to support recovery at all stages. Additionally, the company provides interactive drug and alcohol treatment touring productions, training for professionals, stand-alone programmes, and professional theatre productions of new work for the general public.

Currently, OETC runs five weekly participatory workshops: Drop-in Theatre Workshop, Edge Two, The Company, Women's Theatre Workshop and Write Now. More information on these workshops and previous OETC projects and productions can be found at www.edgetc.org.

Objectives of the Post:

The General Manager is responsible for delivering the efficient operation of OETC's office. This is an exciting opportunity to join a new management structure with the incoming AD / CEO, Matt Steinberg, to secure a sustainable and long-term future for this small, fast-paced participatory arts charity and theatre company. The ability to manage your own time efficiently and be a self-starter is essential, along with a 'can do' attitude, a respectful and personal approach to participants and a willingness to creatively engage with new challenges.

Responsibilities:

Financial Management

- Maintain OETC's bookkeeping in an up-to-date manner using QuickBooks accounting software.
- Work with the company's accountants in preparation and analysis of OETC monthly bookkeeping records and project expenditure to:
 - i) Implement successful financial planning, including accurate cash flow forecasting and clear analysis of OETC's financial position;
 - ii) Prepare clear, accurate management accounts for AD / CEO and Board purposes;
 - iii) Receive all invoices to be paid; review and sign off;
 - iv) Manage generation of invoices and triggering of payments from funding bodies;
 - v) Reconcile the bank accounts and credit cards to ensure all expenditure and income is accounted for;
 - vi) Monitor and be responsible for all petty cash.
- Generate and monitor all workshop, project and production budgets and overall company budget.



- Report to the AD / CEO and the Board on income and expenditure across projects.

Fundraising and Strategic Development

- Work with the AD / CEO to develop and implement OETC's fundraising strategy including the preparation of specific funding bids and the monitoring and evaluation of successful applications' funding criteria.
- As required, work and liaise with the Fundraiser, as appointed by the Board.
- Work with the AD / CEO and the Board to develop and implement OETC's business plan.
- Work with the AD / CEO to research, consider and implement other methods of income generation.

Production

- As required, line manage freelance producers or production staff engaged on projects and productions.
- Manage, with the AD / CEO, all projects and productions, including but not limited to:
 - Arranging technical support, travel, accommodation and rehearsals.
 - Negotiating deals and produce contracts for cast, creatives and stage management.
 - Ensuring all technical information including risk assessments and health and safety documents are produced, maintained and distributed as necessary.
 - Liaising closely with the venue and company technicians for each production, and distribute information accordingly.
- Manage, with the AD / CEO, all OETC performances.
- Promote OETC workshops, projects and performances to venues, booking agents and other interested parties.

Administration

- Manage, with the AD / CEO all workshops, including but not limited to:
 - Scheduling facilitators.
 - Co-ordinating space rental.
 - Recruiting participants.
 - Sending communications to participants and facilitators.
 - Collecting and assessing weekly de-brief notes from facilitators.
- Oversee marketing and publicity of all workshops, projects and performances.
- Manage and coordinate monitoring and evaluation of all OETC activity.
- Using OETC's monitoring data, provide accurate statistics for various purposes including reporting, fundraising and evaluation.
- Manage the Fundraiser and Administrative Assistant.
- Manage in conjunction with AD / CEO any administrative staff engaged, including trainees, work experience and / or interns.
- Lead on organising and managing recruitment campaigns, interviews and references.
- Co-ordinate DBS checks for all personnel and assist in maintenance of records and renewals.
- Contribute to reports for the Board when required.
- Contribute to reports for Companies House and Charity Commission.
- Maintain clear and regular communication with Board.
- Liaise with the building management company when required.
- Be responsible for the timely renewal of insurances, licenses and policies.
- Schedule and chair regular internal meetings to keep all staff communication consistent.



Additional Duties and Responsibilities

- Develop a sound knowledge of OETC’s work, attending projects and events where appropriate.
- Maintain excellent relationships with all partner organisations and represent OETC to external parties.
- Work within the guidelines of OETC’s policies and procedures.
- Undertake such additional duties as required, which are commensurate with the responsibilities of the role.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Relevant BA or MA degree or equivalent experience. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of vulnerable adult safeguarding. • Knowledge of the participatory arts. • Knowledge of artist/creative contractual agreements and practical knowledge of union agreements (Equity / MU / BECTU / UK THEATRE / ITC). • Knowledge of national and international arts and cultural sector landscape. 	<ul style="list-style-type: none"> • Knowledge of barriers and issues faced by addiction. • Knowledge of legislation relating to vulnerable adults.
Skills/abilities/competencies	<ul style="list-style-type: none"> • Excellent written and oral communication, ability to communicate clearly with participants, facilitators, key workers, volunteers and partners. • Knowledge of contractual and financial processes. • Good numeracy and literacy (attention to detail). • Experience of using Google Drive, Drop Box and QuickBooks (or a similar accountancy software). • IT (MS Office) skills. • Working knowledge of WordPress (website maintenance). • Working knowledge of Mail Merge. • Strong time management. • Strong project co-ordination or management skills. • Financial management 	<ul style="list-style-type: none"> • Digital Marketing experience. • Knowledge of databases and systems particular to the third sector. • Experience of working within the recovery field. • Experience of working in a small office environment. • Knowledge of drama curriculum trends.



	<p>experience, working to project budgets.</p> <ul style="list-style-type: none"> • Working knowledge of safeguarding and vulnerable adult protection protocols. • Ability to prioritise and multi-task within a fast paced environment. 	
Experience	<ul style="list-style-type: none"> • Experience of working in a small team. • At least 3 years experience of setting up, maintaining administrative systems to support monitoring, evaluation, project budget, data collection. • At least 1-year industry experience of project managing events, education or participatory arts programmes. • Experience of fundraising, especially a proven track record writing successful trust and foundation applications and reporting to funders. • PR and marketing experience for arts projects and productions. 	<ul style="list-style-type: none"> • Some experience of participatory arts and /or outreach activities. • Some experience of working alongside volunteers.
Personal Attributes	<ul style="list-style-type: none"> • A passion for OETC's mission. • A self-starter and motivated individual. • A willingness to satisfy the requirements of OETC's vulnerable adults protection policy. • A willingness to work flexible hours including evenings and weekends as required. 	<ul style="list-style-type: none"> • Holds a current DBS certificate (and is currently registered with the update service).

To apply, please email a CV and cover letter to recruitment@edgetc.org.uk by 5pm on 29 June 2018. Please detail why you are suitable for the role referring to the person specification set out above

Interviews will be held in the week beginning 2 July 2018.