

Participation and Operations Manager Job Description

Location:

Brady Arts Centre, 192-196 Hanbury Street, London, E1 5HU

Reports to:

Artistic Director / CEO and the Board of Trustees

Line managing:

Outreach and Administration Coordinator
Freelance Facilitators
Volunteers and Student Placements

Salary Range:

£32,000-£35,000 per annum (dependent on experience).

Holiday is statutory, increasing 1 day per year for each full year of employment up to 5 years.

Working hours:

Full-time. 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 fixed-term contract (with intention to extend) subject to a three-month probationary period.

Anticipated Start Date:

ASAP

Company Aim:

Outside Edge Theatre Company (OETC) is the UK's only theatre company and participatory arts charity focused on addiction.

For over twenty years, our ground-breaking workshops and acting ensemble have inspired positive change in recovering addicts. Using drama as a creative outlet, we help participants build confidence, self-esteem and the skills required to lead productive, healthy lives free from harmful addictive behaviours. Our facilitated activities, which include improvisation, creative writing, acting exercises and performance opportunities, have garnered international recognition from health experts, academics and other arts organisations.

OETC also develops, nurtures and produces new writing and performances about issues related to addiction, including the biennial Phil Fox Award for Playwriting. We tour our productions to off-West End venues, festivals, treatment facilities and other civic spaces.

Currently, OETC runs eleven weekly participatory workshops and delivers Drama, Dance and Creative Writing Taster Sessions in treatment facilities. The company is also in the process of planning its 2023 season of productions. More information on these workshops and previous OETC projects and productions can be found at www.edgetc.org.

Objectives of the Post:

The Participation and Operations Manager is responsible for delivering the efficient operation of OETC's office and managing the company's programme of participatory arts projects. This is an exciting opportunity to work alongside AD / CEO Matt Steinberg to support the company's growth and secure a sustainable and long-term future for this small, fast-paced participatory arts charity and theatre company.

Attention to detail, 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.

OETC aims to encourage a culture where people can be themselves and be valued for their strengths and we want our team to represent the same diversity of our participants, audiences and artists. We are keen to hear from a diverse range of candidates from all backgrounds drawing on different perspectives, experience and knowledge. We particularly want to encourage people to apply for this role who have lived experience of being affected by addiction and those who are representative of the diverse communities we serve.

Responsibilities:

Project Management

- Manage the delivery of our participatory arts workshops, which includes:
 - Scheduling facilitators
 - Coordinating space rental
 - Recruiting and retaining participants
 - Managing communications with participants and facilitators
 - Collecting and assessing weekly debrief notes from facilitators
- Manage our Participation Pathways (volunteering scheme, service user social activities and employment opportunities)
- Manage staff and volunteer training and supervision
- Monitor and evaluate all activity, maintain our CRM system (Salesforce) and provide statistics for fundraising and evaluation reports
- Oversee marketing and publicity of all workshops, projects and performances, including social media, to connect with service users and expand the reach of OETC's participatory work
- Deliver one-to-one pastoral care and wrap around support for participants

Administration

- Manage the Outreach and Administrative Coordinator and any additional administrative staff, e.g. volunteers or interns
- Manage recruitment campaigns, interviews and references
- Contribute to reports for the Board, Companies House and Charity Commission
- Coordinate, renew and maintain DBS checks for all staff
- Liaise with office management and utility companies, and manage renewal of insurance and relevant licences

Financial Management

- Manage OETC's bookkeeping using accounting software (Xero)
- Work with the company's accountants to manage bookkeeping records and project budgets, to:
 - Oversee successful financial planning, cashflow forecasting and reporting on our financial position

- o Pay all bills and invoices
- o Generate invoices and manage payments from funders
- o Oversee monthly payroll, including reports and payments to HMRC and our pension provider
- o Oversee all expenditure, reconcile bank accounts, manage credit cards and monitor petty cash
- Report to the AD / CEO and the Board on all income and expenditure

Fundraising and Strategic Development

- Work with the AD / CEO and external fundraising to implement OETC's fundraising strategy including the preparation of funding bids
- Monitor, evaluate and write reports on funding criteria for successful applications
- Work with the AD / CEO to develop and implement new methods of income generation
- Manage online donations and Gift Aid

Production Management

- Line manage freelance producers or production staff for project and productions
- Work with AD / CEO to deliver projects and productions, including:
 - o Arranging technical support, travel, accommodation and rehearsals
 - o Negotiating deals and produce contracts for cast, creatives and stage management
 - o Ensuring all technical information, risk assessments and health and safety documents are produced, maintained and distributed as necessary
- Promote our workshops, projects and performances to venues, booking agents and other interested parties

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
- Act as the OETC Safeguarding Lead
- Undertake reasonable additional duties as required, in line with the delivery of this role

Person Specification:

Essential

- An understanding of participatory arts
- Excellent written and oral communication, ability to communicate clearly with participants and partners
- The ability to work effectively and manage multiple projects as part of a small, fast-paced team
- Excellent project management skills, including financial and budget management, people management and contractual processes
- High standards of accuracy in report writing, monitoring, evaluation and data collection
- Experience of using Google Drive, DropBox and Xero (or a similar accountancy software), Microsoft Word, Excel and PowerPoint
- A self-starter and motivated individual
- A passion for OETC's mission
- 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

Desirable

- Relevant BA or MA degree or equivalent experience
- Knowledge of barriers and issues faced by addiction
- Knowledge of legislation relating to vulnerable adults
- PR and Digital marketing experience
- Knowledge of CRM databases (especially Salesforce) and systems particular to the third sector
- Working knowledge of WordPress (website maintenance) and Mailchimp
- Experience of fundraising, especially a track record of contributing to / reporting for successful trusts and foundations grant applications
- Holds a current DBS certificate for work with vulnerable adults (and is currently registered with the update service)

To apply, please email a cover letter, CV and Equal Opportunities Monitoring Form (downloadable from www.edgetc.org/about-us/work-with-us/) to recruitment@edgetc.org by 5pm on Thursday, June 15, 2023. In your cover letter please detail why you are suitable for the role referring to the person specification set out above.

Please feel free to contact us if you require further assistance or would like to submit your application in an alternative format. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equalities Act 2010.

First Round Interviews will be held the week commencing June 19, 2023.

If required, Second Round Interviews will be held in the week beginning the week commencing June 26, 2023.