



Company Manager

Recruitment Pack

Apply by 12pm, 15 October 2021

About TIN Arts

TIN Arts seeks to create a world in which **everybody** has access to the arts. We hope to achieve this by removing barriers and increasing access to high quality dance and performing arts - this is our mission.

Since 1999, TIN Arts has nurtured and developed a community of people of all ages, backgrounds and abilities brought together by dance.

We develop high-quality dance experiences for all, which support social change, promote community cohesion and place the arts at the centre of people's lives.

Our activities and programmes take place across the North of England in schools, communities, theatres, cultural venues and outdoor areas. For many TIN Arts is a family.

A place of acceptance where everybody is welcomed and supported to express themselves and to pursue their potential.

Our work is nationally significant, utilising our specialist skills and knowledge gathered over twenty years of planning, preparing and delivering high quality fully inclusive and accessible activities.

We actively support the promotion of diverse arts and culture regionally and nationally, providing sector leadership across many artistic and civic platforms.

TIN Arts are currently part of Arts Council England's National Portfolio of Organisations and one of few inclusive dance NPO's nationally. We enjoy strong relationships with local authorities, clinical commissioning groups, national and local charities as well as being active partners within many networks and forums that shape and inform the cultural offer across the North East of England.

Company Manager

TIN Arts seeks a highly motivated, enthusiastic individual to work alongside the Senior Management Team. The role holder will build on our current good practice and bring further innovative new ideas and solutions to ensure the effective and efficient day-to-day operational management of TIN Arts' range of inclusive arts programmes and activities.

This will include implementing and managing effective and appropriate operational procedures, ensuring excellent internal communications, providing insight through data analysis and reporting, a comprehensive oversight of effective systems, and an agile deployment of resources (people, knowledge/data and assets) following legal and inclusive good practice.

Job Title: Company Manager

Responsible to: Executive Director

The Company Manager is a member of the Extended Management Team, together with Executive Director, Artistic Director, Development Manager and Senior Arts Practitioner.

Contract Full-time or job-share, 37 hours per week; part-time hours will be considered (minimum 0.8FTE) by negotiation.

Candidates may be required to work some evenings and/or weekends when performances/events are taking place.

Permanent contract, with 3-month probationary period.

The post-holder must have the right to work in the UK.

Salary: £28k - £33.5k (pro-rata) per year, depending on experience.

Holidays: 20 days paid holiday (pro-rata) plus 8 days public holidays per year.

Pension: TIN Arts contributes 3% of salary to pensions with National Employment Savings Trust (NEST) dependent on employee's matching contribution.

Location The post-holder will be based at TIN Arts' offices in Durham (DH1 5BL). Some homeworking may be agreed with the Executive Director; equipment will be provided. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

Key responsibilities and accountabilities:

Operational

- Ensure effective external communication, acting as the 'first and primary liaison' for TIN Arts in relation to exchange of information. This includes responsibility for all written and verbal communications to external customers involved in TIN Arts' core inclusive arts programmes.
- Ensure the smooth running of core arts programmes and activities including managing bookings of all travel, spaces and venue hire alongside administration of contracts with external artists and organisations.
- Ensure effective internal communication across the organisation, devising and implementing agreed systems, procedures and templates.
- Ensure the smooth running of the TIN Arts office and dance space, liaising with the landlord (from the community centre) to manage the different ways of working, including but not limited to hybrid home/office working, virtual meetings/activities, and live/digital events.
- Work with the Executive Director to review risk assessments for core arts programmes and activities. Work with the Extended Management Team to ensure that the Risk Register is regularly reviewed, acted upon, and regularly reported to the Board.
- Oversee and implement systems for data collection, handling, analysis and reporting, including data required for project planning and evaluation, grants and fundraising.
- Ensure relevant data is collected to monitor and evaluate the delivery of TIN Arts' Equality Action Plan and the Environmental Action Plan.
- Support the Executive Director on areas of IT, including liaison with IT suppliers and other protocols, software updates, and staff training.
- Manage general office systems including petty cash, office stationery supplies and procurement of resources for arts-based activities.

Key responsibilities and accountabilities (continued):

Organisational

- As a member of the Extended Management Team, play a leadership role to ensure TIN Arts operates effectively, including organisational planning, identifying and monitoring targets and strategic milestones.
- Organise TIN Team meetings and Extended Management Team meetings in collaboration with the Extended Management Team members.
- Work with colleagues to ensure that TIN Arts' values are implemented across the organisation and contribute to creating an inclusive, diverse, responsive and open organisation.

Other (common to all posts at TIN Arts):

- Maintain quality in execution and presentation of your work both internally and externally.
- Work with existing and new information, communication technology and administrative systems, contributing to the development of these as appropriate.
- Participate in the organisation's staff development and appraisal activities.
- Undertake your work with regards to the organisation's Health and Safety Policies.
- Carry out your duties with an understanding of and commitment to the organisation's Equal Opportunities Policy and Access, Equity and Inclusion strategies.
- Undertake other duties as reasonably requested to achieve the purpose and aims of both this post and the organisation generally.

Person Specification: knowledge, skills and experience required

Essential:

- A commitment to TIN Arts' Mission and Values.
- Track record (with evidence) of a similar operations / management role.
- Excellent communicator, both written and verbal, and can articulate ideas and rationale in a tactful and inclusive way.
- High standards of personal organisation within working practices, including time management and ability to produce high quality, accurate work to deadlines.
- Takes a collaborative and positive approach to achieving outcomes, with excellent interpersonal skills, including approachability and empathy.
- Understands the operational and strategic issues and challenges currently facing small organisations like TIN Arts, including risk management, health & safety, safeguarding and environmental issues.
- Able to manage multiple priorities, organisational change and contribute to the development and implementation of plans and policies.
- Strong IT skills (including MS Office 365).

Desirable:

- Professional qualifications (or similar) in a relevant subject area.
- Knowledge and understanding of the arts/cultural/dance sector.
- Competence in social media platforms, CMS (content management systems) and CRMs (customer relationship management systems).

To Apply for this Role – deadline 12 noon, 15 October 2021

Candidates can apply for the role in 4 different ways:

- You can complete the online form here:
<https://form.jotform.com/212642593049357>
- If you prefer to complete the form offline, email info@tinarts.co.uk with this request.
- You can also apply by submitting a video or sound recording of up to no more than ten minutes duration (MP3/MP4 and sent to TIN Arts using We Transfer).

Refer to the **Appendix** for the list of questions / information to be completed.

If you would like to arrange a confidential, informal conversation about this opportunity with no obligation, please contact Claire Defty on 0300 124 0448.

Longlisted candidates will be invited to attend a short, Zoom interview on 26 or 27 October 2021. A shortlist of candidates will be chosen from this process.

Shortlisted candidates will then be invited to attend an interview day on 1 November 2021.

TIN Arts is committed to working inclusively, and we strive to be an inclusive organisation. We recognise the positive values of diversity, promote equality and challenge all forms of discrimination. We actively welcome and encourage people of all backgrounds to apply for this role. We particularly welcome applications from people who identify as D/deaf, disabled and/or neurodivergent people, people of Global Majority Black heritage and people of South, East and South-East Asian heritage and people who are ethnically diverse and/or with lived experience of racism, ableism, sexism or genderism, or who experience socio-economic disadvantage.

This pack is available as large print on our website. If you require other formats please email info@tinarts.co.uk or phone 0300 1240448.

Appendix

Information required on the application form:

- Your contact details (name/address/phone number/email address).
- Previous employment (employer/post/dates from & to/salary/brief outline of duties/reason for leaving/notice period).
- Professional or vocational qualifications or training (dates/organisation/qualifications).
- Education (dates from & to/institution/qualifications).
- Referee details for 2 referees (name/organisation/occupation/email address/phone number). One referee **MUST** be your current or most recent employer.

Questions to complete on the application form:

- Explain your interest in the role and the reasons for applying.
- Explain how your knowledge, skills, experience and personal attributes meet the criteria for the Job Specification and Person Specification for the role.
- Details of access requirements (if applicable).

Web: www.tinarts.co.uk

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Mail: Old School House, Front Street, Framwellgate Moor, Durham. DH1 5BL

Twitter: @tinarts

Instagram: @tinartspics

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Registered Charity no: 1194759

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