

## **JOB DESCRIPTION**

### **OPERATIONS AND PROGRAMME MANAGER – 4 days a week – initial 8 months (May to December 2021) with probable extension**

Responsible to: Executive Director  
Responsible for: Administrative support  
Works with: Artistic Director, Bookkeeper, Communications Manager, Workshop Leaders, Artists, Theatres and Community Partners

#### **Scope of post:**

Working closely with the Executive Director (ED) and Artistic Director (AD) and the rest of the Brighton People's Theatre team, the Operations and Programme Manager role is pivotal within the company at this time of change.

As a part-time post of 4 days/week, the Operations and Programme Manager role will focus primarily on the areas of Operations, Project Management, Finance and HR systems. The role is essential in ensuring the organisation has effective operational systems to deliver its work as it grows and works remotely. It will ensure the smooth running of the administrative functions of the company, that the company meets its legal responsibilities, and that there is an effective project management framework for our current workshop project funded by Paul Hamlyn Foundation. The postholder will need to communicate and support a wide range of stakeholders from workshop participants to our Board.

It is a mixed and varied role, with autonomy and responsibility, and a requirement to work flexibly as part of the team.

#### **Salary**

The post will be a short term salaried contract until end of December 2021 (with probable extension subject to fundraising).

30 hours a week across 4 days, salary £28-30k (pro-rata) dependent on experience.

This is the first PAYE post within BPT and we are currently confirming additional benefits and conditions including pension and holiday allowance.

We will consider proposals for Flexible Working.

## **Location**

We are aiming to secure an office space in September 2021. The postholder will need to be able to work remotely in the first instance, a laptop can be provided.

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## **KEY AREAS OF RESPONSIBILITY**

### **Operations**

- Responsible for managing organisational systems including IT and telephone provision, software and IT equipment, maintain an inventory of equipment
- Managing and updating the company handbooks, staff contact sheets and other company information documents
- Ensuring that the company is compliant with all legal requirements as covered by the relevant legislation, including Health and Safety, Insurance, Employers and Public Liabilities, Equality Act and DDA etc, through ongoing research and by updating company policy documents
- Ensuring that the relevant staff undertake compliance with all legal requirements as covered by the relevant legislation including Health and Safety, Insurance, Employers and Public Liabilities, Equality Act and DDA etc, and liaising with ED where training may be necessary
- Work with ED and AD to ensure that Covid 19 safety procedures are established and implemented and relevant equipment and systems are in place
- With support of ED manage Brighton People's Theatre insurance provision, negotiating adequate cover for our activities at all times and making insurance claims as necessary.
- With Comms Manager, manage the collection of monitoring data for members, audiences, participants, job applicants and artists ensuring we adhere to the GDPR (General Data Protection Regulations) at all times.
- Seek new office base for organisation and with ED negotiate terms of agreement and manage contract
- Manage running of the office including supplies, business rates relief and other premises related activity
- Support bookkeeper/bookkeeping services, providing key information to manage invoicing and payments
- Regularly updating the company handbooks, staff contact sheets and other company information documents
- Provide reporting info to inform Company Equality plans

# **BRIGHTON PEOPLE'S THEATRE**

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- To act as Designated Safeguarding Officer and First Aider
- To maintain an inventory of Brighton People's Theatre's equipment and other assets.

## **HR**

- Management and administration of company recruitment processes with ED, including the collation of recruitment and induction packs, managing the advert process, collating application and providing the paperwork for all interview process
- Preparing contracts for artists and other contracted members of the team
- Maintaining the Personnel filing system and ensuring the HR admin processes remain fit-for-purpose

## **Governance**

- Servicing the Trustee meetings, including arranging and minuting meetings, distributing Board papers, collating Board papers and producing papers as directed by the ED and/or Chair
- With ED ensuring the company's compliance with Companies House and the Charity Commission

## **Fundraising**

Supporting the Executive Director on the implementation of the company's Fundraising approach, to include:

- Administering and collating the data needed for funding bids and reporting to funders
- Maintaining a database of grants (including research done, applications made [whether successful or not and next steps])
- Research of new avenues for funding and supporting funding bids and donor programmes with ED

## **Programme Management**

- Develop a detailed project plan for the Paul Hamlyn funded workshop and events programme to monitor and track progress
- Responsibility for implementing operational delivery of workshop and associated events programme across City, sourcing locations and scheduling spaces
- Manage changes to the project scope, project schedule and project costs with ED
- Where project delivery is threatened, ensure ED and AD are informed and work collaboratively to resolve issues

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- Implementing evaluation and monitoring framework across project, ensuring effective systems are in place to capture information
- Measure project performance using appropriate tools and techniques against agreed KPIs and evaluative framework
- Ensure recruitment, booking and communications systems are in place for participants and workshop leaders
- Ensuring contracts are in place with venues and visiting artists/facilitators, act as key point of contact with venues
- With AD, manage partner relationships with key staff in community development partners and theatre partners
- Co-lead with Marketing Manager the Community Ambassador/Partners framework, acting as a point of contact for community members
- Support AD/workshop leaders produce end of year sharing
- Attend weekly workshops and rehearsals where required
- Measure project performance using appropriate tools and techniques against agreed KPIs
- Create and maintain comprehensive project documentation for auditing and evaluation purposes

## **Finance**

- To monitor expenditure on projects and adjust budgets as necessary
- Management of processes including sales invoices, floats and expenses reconciliations, and record keeping in association with bookkeeper
- Contribute to management accounts process and preparation for annual accounts
- Act as budget holder for Access and Office budgets

## **Advocacy and Communications**

- Ensure Communications Manager has all relevant info to provide effective marketing support for workshops and events
- Copy writing (e.g. Eventbrite, website text, presentations)
- Representing the Company at public events, receptions etc where necessary

## **Joint Team Responsibilities**

- To abide by the joint team responsibilities as outlined in the staff handbook (e.g. H&S and equal opportunities).
- Actively contribute to the co-creation of a growing organisation sharing ideas and developing collaborative ways of working
- Operating within the values of the organisation at all times

## **PERSON SPECIFICATION**

Brighton People's Theatre comprises a team of freelancers and contracted salary staff, all of whom are highly skilled and committed to their roles. All staff members are expected to contribute as appropriate to the Company's success.

This post provides an ideal opportunity to develop and strengthen managerial responsibilities within a pivotal role in a growing organisation at a time of change.

### **Essential Skills and Attributes**

- At least three years' paid experience in an arts administration or community development role
- Strong organisational skills:
  - Self-motivated
  - Orderly and systematic
  - Able to prioritise own workload
  - Problem solver
  - Able to meet deadlines
  - An excellent eye for detail
  - Ability to multitask
- Excellent verbal and written communication skills and ability to establish rapport with a wide range of individuals and organisations
- Experience of managing budgets
- A commitment to the principles of inclusive ways of working, and equal opportunities
- Experience of HR, preparing contracts and negotiating with a range of individuals and organisations
- Experience of managing processes and large projects successfully
- Commitment to working collaboratively within a small team
- Ability to work quickly and stay calm under pressure

### **Desirable Skills and Attributes**

- Knowledge of theatre and performance and a desire to learn more
- Experience of producing theatre in a community setting
- Experience of fundraising of any kind
- Knowledge of Brighton and surrounding communities and the people who live here
- Experience of managing financial controls
- Experience of working with computerised accounting systems