



Job Description: General Manager

Reports to: Artistic Director and Board of Directors

Hours: 35 hours per week, working pattern to be confirmed but will include weekend and evening work

Location: currently home based, but once Glasgow is in Level 0, the post will be based at Knightswood Community Centre, Glasgow

Salary: £30,000

Purpose of role

Ignite Theatre has recently expanded and has some exciting new projects planned to engage with new audiences in North West Glasgow. We are now seeking an experienced General Manager to ensure the smooth and efficient operation of our organisation and for the management of our financial resources to support this current growth. You will take the lead in the development and implementation of organisational policies and practices and take responsibility as required for all operational duties. You will keep the Artistic Director and board members abreast of all management, financial and legal requirements

Key responsibilities:

Overall Day to Day Operations

- To ensure the smooth running of the organisation in all aspects of Ignite's workshop programme, outreach projects and residentials
- To manage the office based at Knightswood Community Centre and have all policies and procedures in place and adhered to
- To be responsible for all bookings of rooms in the community centre, venues for performances, residential accommodation, etc
- To ensure that Ignite's Upshot monitoring and evaluation system is updated after every workshop and project
- To manage the company's administration, IT, HR and financial procedures

Financial Management and Reporting

- To be responsible for the timely and accurate preparation of Ignite's annual budget, management accounts and information for the accountant, trustees and funders.
- To ensure all finances are carefully managed to ensure funds are used and allocated in line with funders' requirements
- To ensure robust financial systems, processes and records are in place with appropriate controls and procedures
- To oversee project budgets and expenditure
- To ensure the smooth running of the preparing of the annual accounts
- To manage and ensure the smooth operation of the payroll and all banking arrangements.
- To authorise the payment of goods and services for the company.
- To keep the Board of Trustees fully informed of the financial affairs

Fundraising

- To work with the Artistic Director to ensure that the fundraising targets are met and to identify new sources of funds
- To contribute to the preparation of high quality bids, working with the Artistic Director and specialist fundraising consultants as appropriate.
- To act as the main point of contact for funders to ensure compliance with their requirements for monitoring, reporting and payment.
- To represent Ignite Theatre at meetings with funders

Staff Management

- To develop and implement up to date policies and procedures for the recruitment, retention and development of staff, freelance contractors and volunteers.
- To ensure up-to-date job descriptions and performance evaluation procedures are in place and implemented.
- To keep up to date and relevant HR and administrative files.
- To motivate and manage all direct reports to ensure agreed targets and standards are achieved within timescale and the Centre offers a professional and welcoming experience to all visitors.
- To ensure staff meetings are held regularly, minuted and actioned.

General responsibilities

- To maintain excellent communication across the organisation.
- To assist with special events, productions, marketing, etc
- Adhere to, and actively contribute to Ignite Theatre's policies, including Equalities (diversity, access and equal opportunities), Environmental and Health & Safety.
- To maximise income and minimise expenditure wherever possible, without jeopardising the quality of the work of Ignite Theatre.
- To act always in the best interest of Ignite Theatre.
- Any other duties as reasonably required.
- Assist Ignite Staff with general communication administration and recruitment for workshops
- Making sure all communication has the funders logos

Person Specification - essential:

- have a keen and active interest in Drama and the arts.
- Experience in working in a busy office and theatre environment.
- Evidence of respecting confidentiality in a Board operating environment.
- Experience of the Microsoft Office suite.
- Proven excellent organisational skills.
- Proven excellent communication (both written and verbal) and interpersonal skills with people at all levels, both internally and externally.
- Calm under pressure and able to multitask.
- Good time management and ability to prioritise.
- Excellent attention to detail.
- A positive attitude with a high level of self-motivation and ability to work on your own initiative.

Desirable:

- Education to degree (or equivalent level)
- A minimum of 2 years of applying these skills in a management role
- Living in the Knightswood area or be familiar with the community
- Knowledge about asylum seekers / refugees' issues

How to apply

Please send your CV and covering letter (max 2 A4 pages) to info@ignitetheatreglasgow.org

Deadline: 21st of July 2021

Interview date: tbc