



Art27 Scotland is looking for a part-time organised, collaborative and flexible General Manager to oversee our day-to-day operations.

Salary	£21000 pro rata (£35K F/T equivalent) % annual increase subject to 3yr review cycle of ongoing funding
Hours	Part-time 0.6 FTE = 3 days per week
Duration	Permanent, subject to 3yr review cycle of ongoing funding
Place of Work	Office based at Summerhall Arts, Newington, Edinburgh – flexible and family friendly
Holidays	13 Days + 10 Public Holidays per year
Probationary Period	4 months
Notice	1 month during probation period, 2 months thereafter
Pension	3% employer contribution

Who We Are

Art27 Scotland is based in Edinburgh, Scotland and takes its mission from Article 27 of the Universal Declaration of Human Rights which states that “everyone has the right freely to participate in cultural life and to enjoy the arts”. We explore how contemporary arts, cultural practice and ideas can defend culture as a human right through great art and storytelling. We work through socially engaged practice and curate multi-artform program of exhibitions, performances, publications and events that respond to themes we believe are urgent for our times e.g. migration, climate change and democracy.

Our action research programme incorporates artistic commissions, socially engaged practice and cultural democracy initiatives that intersect with human rights issues and aims to identify and speak to those accountable. Our goal is to inform, influence and evolve the development and progressive realisation of cultural rights and respond to the need for an accessible, participatory approach to rights-based decision making. We partner with leading arts, civic and legal organisations to grow a coalition of cultural rights advocates, fostering a more equal creative community ecology that reflects and contributes to a strengthened and fulfilled right to a cultural life.

Art27 Scotland had an extraordinary 2020-2024, delivering on our goals and enabling the communities we work with to help set our direction. Having achieved multiyear core funding from Creative Scotland, we go into the 2025-28 strategic plan in a strong fiscal and organisational position.

Art27 Scotland is uniquely positioned to become a crucial hub to bridge the powerful dynamics between arts, human rights and law. Our small, dedicated team and Board

brings substantial experience, as well as national and international industry connections that are highly beneficial to nurturing and championing our creative lives.

Vision:

Everyone has the right freely to participate in the cultural life of their community, and to enjoy the arts...

Our vision is a society where the power of art to create meaning and activate empathy through narrating and interpreting human experience, is in the hands of all. Our aim is to support the emergence of a more just, democratic and peaceful world through cultural expression in whatever way we can.

Mission:

Our mission is to create and produce art that celebrates, provokes and raises awareness of why cultural rights matter, particularly in the contexts of the great global shifts of our time affecting us all i.e migration, democracy and our environment. We do this through artist commissions, socially engaged community projects and cultural democracy facilitation.

Values:

Fairness, Respect, Equality, Dignity and Autonomy

Please see website: www.art27scotland.org

Job Description

Main duties and responsibilities will be:

- You will work closely with the CEO and senior management to run the organisation in line with the ethos and aims of the company through our business plan delivery.
- Ensure simple but robust and compliant management systems are in place and deliver the organisation's day-to-day financial processes, funders reporting, data collection and monitoring, HR and general administration.

Finance and Fundraising

- Support, develop and deliver against the company's fundraising strategy in collaboration with the CEO
- Lead on monitoring and evaluation data collection and collation, and contribute to all funders reporting requirements
- Manage the organisation's day to day finances including payments, book-keeping, payroll, management of Xero accounting software and produce relevant reports.
- Liaise with company Treasurer and accountants where necessary.

Administration & HR

- Co-ordinate, attend and take minutes of all Board meetings, preparing all papers as appropriate
- Ensure GDPR, and carbon management records are up to date

- Enlist all staff (freelance or otherwise) in up-to-date training on Safeguarding, GDPR, Anti-Racism, Disability Equality, and Human Rights and ensure that these approaches are being implemented across the organisation
- Manage Disclosure Scotland PVG checks where necessary
- Ensure all staff records including annual leave, sick leave etc are up to date
- Ensure company policies are reviewed and updated on an annual basis, keeping the staff handbook relevant and useful

Operations

- Liaise with contractors to ensure website and digital comms are updated regularly
- General admin and oversight of all subscriptions, insurances, etc and work to attain best value for the company
- General management and upkeep of office space, equipment and resources

Person specification:

To complement the main tasks of the role, we are also looking for someone with core knowledge, lived experience and/or expertise in one or more of the following areas: human rights, heritage, socially engaged arts practice, equalities and diversity initiatives, community development.

Essential
Experienced in the needs of a charitable organisation
Excellent administrative skills, organisation and project management
Knowledge of financial management and book-keeping
Good IT skills including Mac, Adobe, Microsoft, Excel
Ability to manage multiple projects with agility
Knowledge of HR and respectful people management
Experience of various kinds of data collection, evaluation
Able to be responsive and flexible to the varied and dynamic scheduling and deadlines with occasional evening and weekend work
Able to work independently and on own initiative – we are a very small core team with many freelancers
Detail oriented work preference
Desirable
Knowledge of Xero book-keeping software and payroll,
Knowledge of inclusive, socially engaged arts practices and culture sector in Scotland
Experience in fundraising and grant reporting
Evidence of commitment to equality and human rights
Lived experience of migration

A little more about how we work

We are a small core team Helen Trew, CEO, Robert Rae, Embedded Artist and the General Manager. All senior managers are involved in Board meetings and encouraged to contribute to discussion. Other staff are contractors or freelancers who work on projects and use the office at various times. We hope to grow the core team over the next few years. We have a small office in Summerhall which is a busy arts centre with a broad range of events and creative industry tenants and work in partnership with numerous venues and organisations.

Our working patterns are standard office hours but shaped by time-sensitive projects and therefore will require a level of flexibility at peak delivery points and for occasional travel.

If you are interested in this position but feel you don't meet all the essential criteria please still apply indicating areas where training on the job would enable you to use your transferrable skills.

How to apply

Please send your CV indicating your work experience and a cover letter outlining why you feel you are suitable for the position. Please also tell us any other personal skills, interests or personal attributes that you would bring to the organisation that would enhance our mission.

Timeline

Deadline for applications 12:00 midnight on 4th June 2025

Interviews (Edinburgh in person) 11 & 12 June 2025.

If you would like to discuss anything about this position please email helen@art27scotland.org