

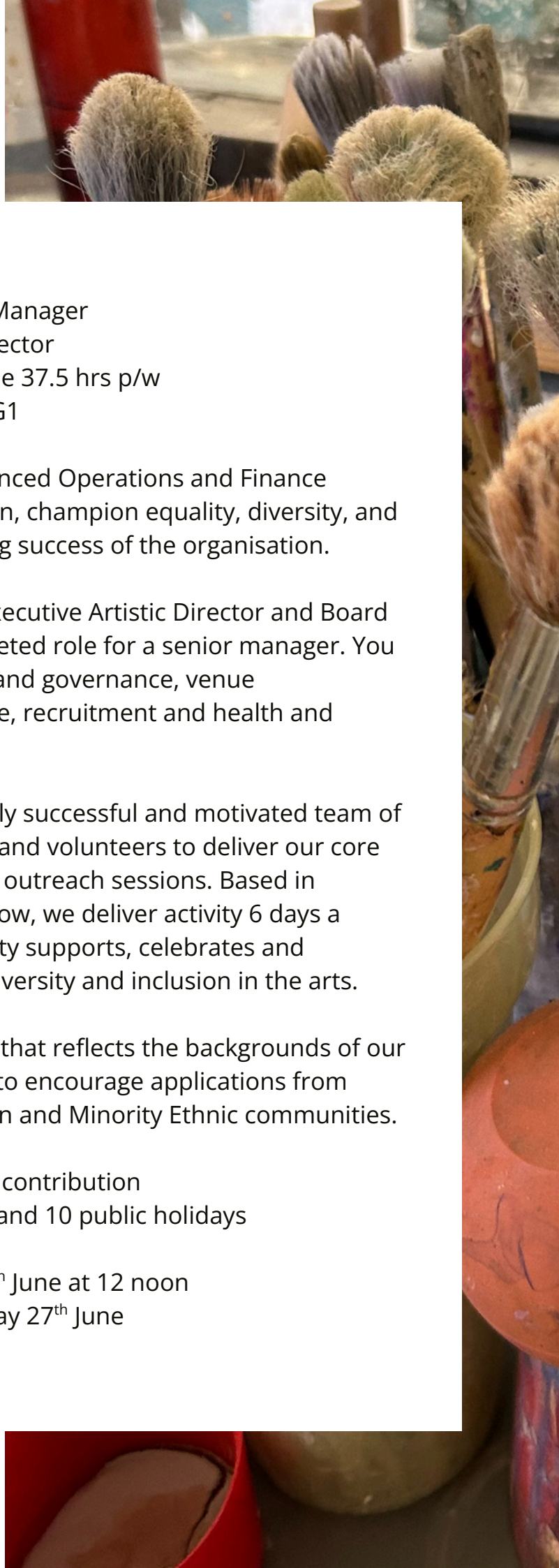
The background of the entire page is an abstract, textured composition of various colors including orange, blue, green, yellow, purple, and black, resembling a thick application of paint or a collage. A large, white, rectangular text box is positioned in the upper-left to middle section of the page, containing the main text.

# **Join our team!**

Operations and Finance  
Manager

Job Description





**Position:** Operations and Finance Manager

**Reporting to:** Executive Artistic Director

**Salary:** £40,000 per annum, full time 37.5 hrs p/w

**Location:** Trongate 103, Glasgow, G1

Project Ability is seeking an experienced Operations and Finance Manager to drive our strategic vision, champion equality, diversity, and inclusion, and ensure the continuing success of the organisation.

**The Role:** Working alongside the Executive Artistic Director and Board of Trustees, this is a busy, multi-faceted role for a senior manager. You will lead on financial management and governance, venue management, legislative compliance, recruitment and health and safety.

This is an opportunity to join a highly successful and motivated team of professional staff, art practitioners and volunteers to deliver our core workshops, exhibitions, events and outreach sessions. Based in Trongate 103 in the centre of Glasgow, we deliver activity 6 days a week, 40 weeks a year. Project Ability supports, celebrates and provides a platform for disability, diversity and inclusion in the arts.

We are keen to create a work force that reflects the backgrounds of our participating artists and would like to encourage applications from disabled people and the Black, Asian and Minority Ethnic communities.

- **Pension:** 3% employer pension contribution
- **Annual Leave:** 24 days annual and 10 public holidays

**Application Deadline:** Monday 16<sup>th</sup> June at 12 noon

**Interviews:** Thursday 26<sup>th</sup> and Friday 27<sup>th</sup> June

**Probationary period:** 3 months

### **Who we are:**

Project Ability is a visual arts charity located at Trongate 103, a dedicated & accessible arts hub in Glasgow city centre. We are a welcoming creative community for disabled people, people with learning disabilities and people with lived experience of mental ill health.

We deliver an accessible studio programme and a public gallery which celebrates and platforms diversity and inclusion in the contemporary visual arts sector.

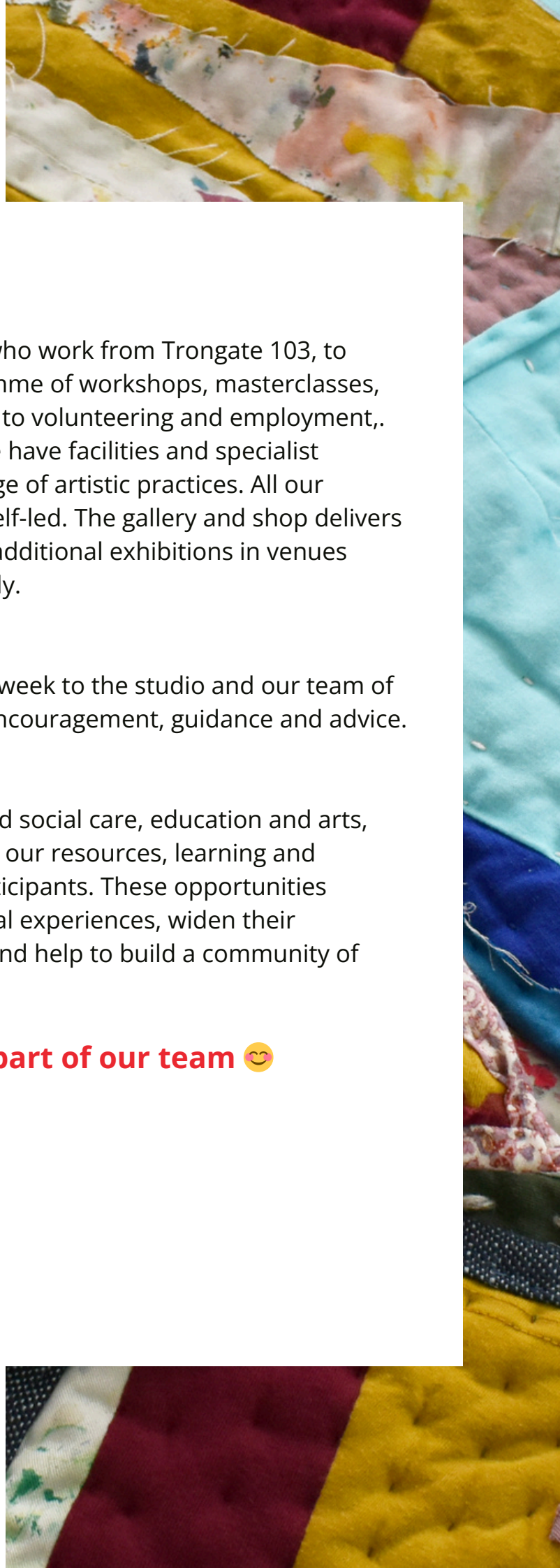
We believe each and every person should have the opportunity to work within their capacity and develop at their own pace. Our workshop programme is designed to support our artists to express themselves, achieve their potential and succeed as artists. Respect for artistic and personal freedom is important to us and we care that people can grow their practice in an inclusive, creative environment.

**Our Vision** is that through participation, people gain access to unique opportunities to learn skills, grow in confidence and demonstrate their talent and ability.

**Our Purpose** is to improve the lives and well-being of people with learning disabilities and lived experience of mental ill health through engagement, development and enjoyment of visual art.







### **What we do:**

We are a small professional team who work from Trongate 103, to deliver an extensive studio programme of workshops, masterclasses, training, exhibitions, and pathways to volunteering and employment,. As well as drawing and painting, we have facilities and specialist adaptive equipment for a wide range of artistic practices. All our activities are person-centred and self-led. The gallery and shop delivers 5 major exhibitions each year and additional exhibitions in venues locally, nationally and internationally.

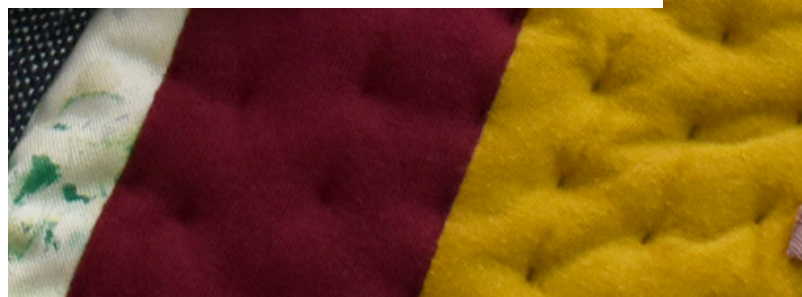
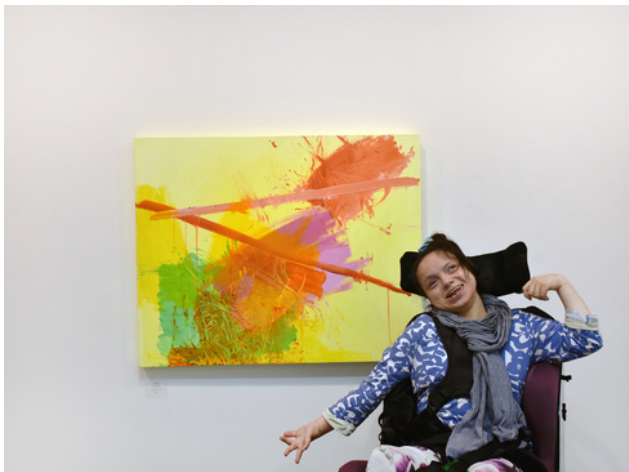
### **Core activity:**

We welcome 100 plus people each week to the studio and our team of artist practitioners offer support, encouragement, guidance and advice.

### **Programme development:**

We work with partners in health and social care, education and arts, and culture and heritage. We share our resources, learning and expertise for the benefit of the participants. These opportunities enhance peoples' creative and social experiences, widen their prospects, increase their learning and help to build a community of like-minded people.

**Come join us and become part of our team 😊**





## Job Description

### Main Purpose:

Reporting into the Executive Artistic Director and the Project Ability Board of Trustees, this is an exceptional opportunity to lead on financial governance and operational activities, legislative compliance, staffing, venue management and health and safety.

The role is central to ensuring the efficiency of Project Ability's operations through the provision of sound financial management, governance, administrative and organisational support.



## Operations

- Ensuring organisational compliance with employment, financial, health and safety, charity and company legislation, and staying abreast of changes.
- Providing support to the Board, Artistic Director and staff with Business Development and Strategic planning.
- Fulfil the role of Company Secretary.
- Deal with the administration related to the bi-monthly Board meetings, including the preparation and presentation of an operations report to the Board.
- Managing Human Resources, including the issuing of contracts, induction and personnel record administration, managing staff performance reviews and encouraging staff development.
- Responsible for line management of an administrator, cleaner and Saturday staff.
- Venue management responsibilities including event management, management of cleaning staff, promotion of spaces for hire, and working with core staff in relation to office and event cover.
- Representing the organisation on the Trongate 103 Tenants' Forum and at internal and external events, including liaison with landlords and Glasgow City Council.
- Responsible for Health and Safety management ensuring compliance with legislation. Management of Emergency procedures, Risk assessments, Coshh, Accident reporting, organising and/or delivery of staff training.
- Ensuring all safeguarding procedures are maintained and ensuring compliance with disclosure legislation including maintaining PVG Disclosure Scotland registration.
- Ensuring all supplier contracts are effectively managed, providing value for money and renewed timeously.
- Responsible for Environmental Reporting, fulfilling the role of Green Champion, and producing carbon emission reports and emission control plans.



## Finance

- Budget creation, monitoring, reforecasting and strategic problem solving.
- Creating and maintaining accurate financial records.
- Payroll management including administration of the pension scheme.
- Preparation of monthly management accounts and reports including tracking of individual projects and all income and expenditure lines.
- Preparing and presenting financial reports, budgets and management accounts to the finance subgroup and bi-monthly to the Board and our funding partners.
- Preparation of financial records and supporting working papers for annual external audit.
- Staying abreast of legal, accounting and tax legislation changes and implement changes, as and when required.
- Complete OSCR annual return and submission of annual financial accounts.



## Other

- Liaise, build and maintain productive relationships with internal and external stakeholders.
- Represent Project Ability at meetings & events as required.
- The post holder will deputise for the Artistic Director in their absence.
- Ability to cover some Saturdays and occasional weekday evening hours for Board meeting and event receptions, for which time off in lieu will be given.

The list above is typical of the level of duties which the post holder is expected to perform or be responsible for. It is not necessarily exhaustive and other duties of a similar type and level may be expected from time to time.

It should be noted that the Project Ability premises operate Monday to Saturday, with occasional evening events. All staff contribute to the cover arrangements, and this is an office based position. However occasional home working may be agreed by the Artistic Director, when relevant and if there is sufficient cover.

Staff benefit from discounts on merchandise and artwork made by our artists.

Applicants must be eligible to work in the UK.

## Contact

If you have any questions regarding your application please email Elisabeth Gibson at **[director@project-ability.co.uk](mailto:director@project-ability.co.uk)** or call **0141 552 2822**