

Operations Manager

Soundplay Projects SCIO

Part-time (3 days per week: Wednesday, Thursday, Friday in person at Glasgow Playspace)

Fixed term: 1 year (with 3-month probationary period)

Salary: £35,000 pro rata

Benefits:

- 5% employer pension contribution
- 14 days annual leave entitlement (pro rata)

About Soundplay Projects SCIO

Soundplay Projects SCIO creates inclusive workshops, sessions and events with and for disabled and non-disabled people. Using technology, we weave together music, sound, moving images and sensory materials to create carefully crafted spaces and objects that help people play and make music together. Our work is innovative, unique and impactful, making a significant difference in the lives of the young people and communities who participate.

We work in partnership with schools, arts organisations and charities to deliver meaningful projects across Scotland and beyond. Soundplay Projects was founded in 2018 by musician Bal Cooke and visual artist Ewan Sinclair, who continue to lead the organisation as Creative Directors. Our projects have toured nationally, and in 2023 we became a Scottish Charitable Incorporated Organisation (SCIO) with an active Board of Trustees.

We are a Creative Scotland Multi-Year Funded organisation and are at an exciting stage of organisational development. We are based at the Playspace, 51 Cadogan Street, Glasgow.

For more information about our work, visit:

www.soundplayprojects.com

The Role

We are seeking an experienced, efficient and highly organised Operations Manager to oversee the day-to-day running of the organisation. This is a key role within a small team, supporting the Creative Directors and Board of Trustees to ensure Soundplay Projects operates smoothly, sustainably and in line with statutory and funding requirements.

The Operations Manager will have responsibility for financial management, HR and governance processes, reporting, administration and supporting fundraising and organisational development. The role suits someone who enjoys working closely with artists

and creative practitioners, is confident working independently, and is motivated by the values of inclusion, access and collaboration.

You will work closely with Creative Directors Bal Cooke and Ewan Sinclair, acting as a central point of coordination across the organisation.

Key Responsibilities

Operations, Governance and Compliance

- Oversee the day-to-day operational management of Soundplay Projects SCIO
- Ensure compliance with statutory and regulatory requirements for a SCIO, including charity law and reporting
- Maintain and review organisational policies and procedures (e.g. safeguarding, equalities, health & safety)
- Support the Board of Trustees through preparation of reports, meeting papers and updates
- Coordinate annual returns and reporting to OSCR and other relevant bodies
- Contribute to organisational evaluation and end-of-project reporting

Financial Management

- Manage the organisation's finances, including budgeting, cashflow monitoring and financial planning
- Maintain accurate bookkeeping records and oversee day-to-day financial administration
- Prepare financial reports for the Creative Directors, Board of Trustees and funders
- Manage project budgets and track expenditure against funding agreements
- Liaise with external accountants or bookkeepers as required

Human Resources and Administration

- Oversee HR processes including contracts, staff and freelance agreements
- Manage PVG record keeping and ensure compliance with safeguarding requirements
- Support recruitment, onboarding and induction processes
- Maintain organisational records and administrative systems
- Ensure effective internal communication and documentation

Development and Fundraising Support

- Work with the Creative Directors and Board of Trustees to support organisational strategy and future planning
- Contribute to fundraising activity, including budgets, timelines and reporting for funding applications
- Support business development and partnership opportunities

- Help identify systems and processes that support sustainable growth
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Person Specification

Essential:

- Experience in an operations, management or administrative role (ideally within the arts, charity or third sector)
- Strong financial management skills, including budgeting and reporting
- Knowledge of governance and compliance requirements within a charity or similar organisation
- Excellent organisational skills and attention to detail
- Ability to manage multiple priorities and work independently
- Strong communication skills and confidence working with a range of stakeholders
- Alignment with Soundplay Projects' values around inclusion, access and collaboration

Desirable:

- Experience working with disabled artists, participants or access-led projects
 - Experience supporting fundraising or funding applications
 - Familiarity with Creative Scotland or similar public funding bodies
 - Knowledge of HR processes within small organisations
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Access Statement

Soundplay Projects SCIO is committed to being an inclusive, accessible and supportive employer. We strongly encourage applications from disabled people and from those who are underrepresented in the arts and cultural sector.

We are happy to discuss and put in place reasonable adjustments at all stages of the recruitment process and during employment. This may include adjustments to the application process, interview format or workplace environment.

Our office at the Playspace, 51 Cadogan Street, Glasgow, is wheelchair accessible. We welcome conversations about how this role can be shaped to support access needs.

If you have access requirements or would like to discuss adjustments, please contact us in confidence. We are committed to working collaboratively to ensure the role is accessible and welcoming.

To Apply:

Please send CV and covering letter (addressing the job spec) to hello@soundplayprojects.com

Please include 2 referees, and ensure your CV includes an email address, phone number and location. Alternatively, applicants can send a link to a max 10-minute video that outlines the above information.

Deadline: Friday 20th February, 5pm

Interviews: Friday 6th March (afternoon), Glasgow – travel costs covered

All applicants notified by: 13th March