

THE PLAY HOUSE

General Manager

Job Description



JOB TITLE:	General Manager
LOCATION:	Birmingham City Centre
REPORTS TO:	Chair of the Board
RESPONSIBLE FOR:	Artistic Lead, Teacher Actor and Academic Partnerships Lead, Teacher Actor, Marketing and Sales Assistant
SALARY:	£30,000 Pro rata – 3 Days per week

JOB PURPOSE

Responsible for providing excellent leadership to ensure that the charity continues to deliver a financially viable and visionary programme for children and young people.

KEY ACCOUNTABILITIES

Strategic leadership of the Charity

- Working with the Board to devise an annual Business Plan and set the budget
- Working with the Chair to ensure a strong Board and good governance of the charity
- Responsible for motivating and leading the staff team

Developing effective relationships with key partners and stakeholders

- Liaising with key partners to develop the work of the charity
- Develop, alongside the Artistic Lead, a network of strategic partners - BEP, Arts Connect – who are aware of The Play House
- Raising the profile of The Play House in the arts and education sector

Establishing a sound financial base for the charity

- Developing new income streams
- Applying for funding from Trusts and Foundations

Responsible for the day to day management of the charity

- Budget monitoring
- Producing management accounts and regular forecasting
- Carrying out day to day financial transactions as per Financial Regulations and payroll
- Responsible for management of core staff team, including appraisals

Overseeing delivery of the artistic and educational programme

- Work with the Artistic Lead to oversee the planning and production of a schedule of work taking into account available finances and staffing
- Working with Marketing and Sales Assistant to plan the marketing and booking of school touring programme and other activities
- Negotiate all contracts and service level agreements relating to the programme
- Ensure effective monitoring and evaluation of the programme

Ensure compliance with all statutory, local authority, health and safety and other regulations and to obtain all necessary licences and insurances

- Act as designated member of staff for Safeguarding.
- Act as Data Controller and ensure all data held in compliance with General Data Protection Regulations.

Carry out any other duties as required

PERSON SPECIFICATION

Essential Experience and Knowledge

- Experience of income generation and fundraising
- Experience of marketing and audience development
- At least 3 years management experience.
- Excellent organisational, business and administrative skills.
- Significant experience of financial management, budget control and day to day book keeping.
- Experience of planning, project management and operational delivery.
- Experience of evaluations and report writing.

Essential Skills, Abilities and Attributes

- Innovative and a creative thinker
- Strong leadership skills
- Collaborative – with the ability to bring out the best in a team
- Committed to equality and diversity
- Effective networker and influencer
- Tactful and diplomatic
- Resilient, with the ability to cope with pressure and high expectations

Desirable Experience and Knowledge

- Ability to manage a portfolio of responsibilities.
- Experience of Strategic Development, Business Planning and developing Charity policies.
- Understanding contract law and legal responsibilities.
- Knowledge of ITC/Theatre UK/Equity contracts and terms and conditions.
- Familiarity with accounting packages ideally Sage.
- Experience of servicing a Board of Trustees.
- Knowledge of Charity and Charity legislation.

For an informal chat please email Rebecca Wass at r.wass@theplayhouse.org.uk to arrange a convenient time.