



Ref: AHS-192

## The Art House Finance, Facilities and Operations Support

**Contract:** Part time, permanent

**Hours:** 28 hours per week (includes rota'd outside standard office hours and Saturday working)

**Benefits:** 28 days annual leave including Bank holidays, plus shutdown between Christmas and New Year.

**Pension:** All employed members of staff are enrolled into a work-based pension scheme, subject to eligibility rules.

**Probation:** All new staff are subject to a probationary period of 6 months.

**Salary:** £21,000 pro rota per annum

**Responsible to:** The Strategy, Development and Operations Manager

**Closing Date:** Tuesday 14<sup>th</sup> May at 5pm

**Interviews:** Friday 24<sup>th</sup> May

**How to Apply:** Please submit your CV along with your cover letter which should clearly demonstrate how you meet the requirements of the job and person specification. Both documents to be no more than 3 sides of A4 and email to:

[andy.cutts@arthousesheffield.co.uk](mailto:andy.cutts@arthousesheffield.co.uk) quoting reference AHS-192.

Please include in your cover letter: i) contact details of two referees (one to be your most recent employer), ii) details of your notice period / availability to start and, iii) whether you are available to attend the interview day in Sheffield.

**Any questions about the role:** please contact Andy Cutts (p/t Temporary Operations Manager) by email [andy.cutts@arthousesheffield.co.uk](mailto:andy.cutts@arthousesheffield.co.uk) or telephone 0114 272 3970.

### About You

We are looking for a brilliant team player who excels in a busy and varied working environment, who has a passion for helping people from a wide range of backgrounds. You will be well organised, use your initiative in dealing with unexpected day to day issues that arise, have an aptitude for figures and working with budgets, have successfully managed a small team and have the confidence to liaise with external stakeholders, suppliers and contractors. You will be proficient in IT using the Microsoft Office Suite and experience of using databases, have established effective operational systems and processes, have successfully implemented policies and procedures and provided excellent customer service.

### About the Art House (St Matthew's House Limited)

The Art House opened in August 2015 after a £1.5m refurbishment. The bespoke facilities based in Sheffield City centre houses an impressive community pottery and art studio, exhibition space and a vibrant community café. This is a unique project with a mission to improve the well-being of those living in Sheffield with mental health

difficulties and those from marginalised groups, by engaging them in creative art activities. We do this in a shared space, operating as a social enterprise, by delivering high quality art and pottery commercial classes to the general public, that provides the primary income stream for the charity, St Matthew's House Limited.

The Art House is a busy venue – we run 6 well-being activities/groups each week (supporting approximately 125 people with mental health issues during the course of a year), run over 50 commercial classes during each academic term, numerous weekend art and pottery weekend workshops, a changing programme of art exhibitions and additional room hire to help achieve our income targets (our current financial model is based on having 85% commercial income, 15% other fundraising activities).

Now coming up to our fourth year of operation and second year of National Lottery funding the charity is wishing to take the Art House into its next chapter of development with a renewed sense of purpose and energy.

We offer a caring and creative space focused on our students, supported by a highly committed team of staff, volunteers and tutors who are passionate about the role of the Art House and the impact its work has on improving the wellbeing and enjoyment of all our students.

### **The role**

You will be responsible for helping ensure the smooth and efficient day to day running of the operations; be the first point of contact for all enquiries from students, visitors and contractors; providing support on the finances and monitoring the budget, including maintaining petty cash systems and banking the café income. You will help take course and room bookings through our facilities database, develop the website and help with the production of publicity leaflets. You will be answering the telephones, administrating payroll, ensuring the maintenance and safe working environment of the building, maintaining basic statistics associated with our well-being/mental health work and lots more besides!

Accountable to the Strategic, Development and Operations Manager you will work closely with the Sales and Marketing manager and the Wellbeing co-ordinator as well as the Tea Studio café manager who you will line manage. You will also have line management responsibility for the administrator role, and any office-based volunteers and work placements.

### **Further Information for applicants**

- Funded by the National Lottery.
- Job offers are made subject to two satisfactory references and a Disclosure and Baring Service (DBS) application.
- The charity is an equal opportunities employer.
- Please note that our policy is to provide feedback to those candidates unsuccessful at interview.
- Charity Registration Number:1146648