



Ref: AHM-191

The Art House Strategy, Development and Operations Manager

Contract: Full time. Permanent, subject to securing funding for the future of the charity.

Hours: 37.5 hours per week (to include rota'd outside standard office hours and Saturday working)

Salary: £30,000 per annum

Responsible to: Board of Trustees (line managed by the Chair of the Board)

Closing Date: Tuesday 30th April at 2pm

Interviews: Friday 10th May

How to Apply: Please submit your CV along with a cover letter which should clearly demonstrate how you meet the requirements of the job and person specification to Lizzie, email: elizabeth.lees@sheffield.anglican.org quoting reference AHM-191. Both documents to be no more than 3 sides of A4.

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 or telephone 0114 – 272 3970.

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

We offer a caring and creative space focused on our students and service-users, 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 well-being and enjoyment of all who participate in our activities.

About You

The Trustees are looking for a strategic leader for the Art House to ensure the efficient and effective running of this highly respected enterprise. In addition to being the public face of the Art House, you will be working with the Board on a strategy that ensures the Art House is seen as a Centre of Excellence in the field of well-being and creative arts for both our commercial students and wellbeing service-users.

You will have held a senior management role, operating strategically, leading successful teams and developing organisations. You will have experience of running a busy and varied operation, be financially astute successfully diversifying and growing income, managing budgets and resources in a competitive funding climate. You will be experienced at developing positive partnerships that benefit the organisation and using robust evidence-based evaluation data in developing the business and delivering results in line with stakeholder expectations.

Your role will be to:

- provide strong leadership to the Art House (staff team (14), volunteers (16) and sessional tutors) in partnership with the Chair of the Board;
- with the Board of Trustees, agree strategic plans, and focus operational delivery on goals for commercial and mental health well-being activities;
- develop and implement creative strategies for financial growth and sustainability for the Art House;
- grow the reach and impact of the Art House by developing external partnerships with local health agencies and creative arts stakeholders plus building the mental health / well-being referral network;
- oversee the delivery of our Creative Arts and Pottery Supporting Mental Health Recovery Project funded by the National Lottery;
- Ensure the efficient and effective running of the Art House operations including a safe working environment within the building including the Tea Studio café.

Achievements

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 and 15% other fundraising activities).

Further Information for applicants

- Funded by the National Lottery Community Fund.
- Job offers are made subject to two satisfactory references and a Disclosure and Baring Service (DBS) check.
- The charity is an equal opportunities employer.
- Please note that our policy is to provide feedback to those candidates unsuccessful at interview.
- The Art House is currently expanding its office resource and is recruiting someone part-time to provide finance, facilities and operations support. We would like to offer the successful candidate for the Strategy, Development and Operations post the opportunity to be involved in the selection of the support role.
- Charity Registration Number:1146648