



AHM-191

## Job Description Strategy, Development and Operations Manager

<b>Salary</b>	£30,000 per annum
<b>Hours</b>	37.5 hours per week (includes rota'd out of office standard hours and Saturday working)
<b>Responsible to</b>	Board of Trustees (line managed by Chair)
<b>Line management for</b>	<ul style="list-style-type: none"> <li>- Well-being Co-ordinator</li> <li>- Sales and Marketing Manager</li> <li>- Finance, Facilities and Operations Support</li> <li>- Pottery Co-ordinators x 2</li> <li>- Pottery Technician &amp; Tutor</li> </ul>
<b>Location</b>	The Art House, 8 Backfields, Sheffield, S1 4HJ
<b>Benefits</b>	28 days annual leave including Bank holidays, plus shutdown between Christmas and New Year
<b>Pension</b>	All employed members of staff are enrolled into our work-based pension scheme, subject to eligibility rules
<b>Probation</b>	All new staff will need to work a probationary period of 6 months
<b>OVERALL PURPOSE OF JOB</b>	
<ul style="list-style-type: none"> <li>• Provide strong leadership to the Art House (staff team, volunteers and sessional tutors) in partnership with the Chair of the Board.</li> <li>• With the Board of Trustees agree strategic plans and focus operational delivery on goals for commercial and mental health well-being activities.</li> <li>• Develop and implement creative strategies for financial growth and sustainability for the Art House.</li> <li>• 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 / wellbeing referral network.</li> <li>• Oversee the delivery of our Creative Arts and Pottery Supporting Mental Health Recovery Project funded by the National Lottery.</li> <li>• Ensure the efficient and effective running of the Art House operations including a safe working environment within the building.</li> </ul>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p><b>Leadership and Strategy</b></p> <ol style="list-style-type: none"> <li>1. In partnership with the Chair and Board of Trustees to provide strong leadership and strategic direction for the charity, communicating and delivering a shared vision and mission.</li> <li>2. To work in partnership with the Board of Trustees to develop a long-term strategy for the Art House that ensures its sustainability and is seen as a Centre of Excellence in the field of well-being and creative arts.</li> </ol> <p><b>Financial Management and Income Development</b></p> <ol style="list-style-type: none"> <li>1. To take responsibility of the overall financial health of the charity's finances, ensuring robust budgetary planning, monitoring and reporting systems are in place, there is efficient and effective use of resources and payroll is managed.</li> </ol>	

2. To maintain an overview of the short and longer term financial position of the Art House, and
3. ensure that appropriate systems and audits are in place that gives assurances to stakeholders that assets are being safeguarded.
4. Develop and implement a robust strategy for income generation, covering increased commercial sales, and funding through grants, lottery bids and charitable trusts for example and ensure effective routine reporting to current funders.
5. To ensure annual budgets and performance targets are produced in a timely manner and agreed in partnership with the Board.

### **Governance**

1. To build a strong and positive relationship with the Chair, and support the Board of Trustees in delivering effective governance arrangements.
2. To develop policy proposals and report regularly to the Board of Trustees on progress in delivering the business plan priorities, financial targets, risk management and the implementation of agreed policies and procedures.
3. In partnership with the Chair, to ensure the Board receives sufficient and timely management information and advice in order for Trustees to make informed decisions.
4. To attend the bi-monthly full Board meeting, Trustee sub-committee meetings (Finance and HR) and other meetings with stakeholders as necessary.

### **Organisational Operations**

1. To oversee the day to day operations of the Art House and deal with issues that arise to ensure the smooth and professional running of the Art House through effective systems and processes.
2. To ensure that the major risks to which the charity is exposed are regularly reviewed and that systems are developed to minimise these risks.
3. To maintain and grow the well-being referral networks and ensure regular new referrals into the Art House.
4. To ensure that the Art House fulfils its legal, statutory and regulatory responsibilities and that policies and procedures are regularly reviewed and implemented including equal opportunities and safeguarding.

### **Promotion and Communications**

1. Acting as an ambassador for the Art House, further develop and strengthen relationships with partner agencies and organisations from the statutory, voluntary, community and private sector, promoting and showcasing the impact of the work of the Art House to ensure that Art House continues to be a well-known and respected local organisation.
2. To ensure a robust marketing and communications strategy is in place and being delivered that increases foot fall into the Art House through a programme of commercial activities covering art and pottery, exhibitions and room hire plus attracting visitors to the Tea Studio café.
3. To ensure the ongoing development of mechanisms for robust evidence-based evaluation from students and service-users to inform future commercial activities and the future development of well-being activities.

### **Management**

1. To ensure that the recruitment, management, training and development of staff are directed towards achieving the Art House's objectives and reflect good employment practice.
2. To ensure that the charity has the resources and a well-maintained building to operate as effectively as possible.
3. To work with the staff team to develop robust work plans and internal reporting systems which provide the basis for performance to be managed in line with agreed goals and against the annual budget.

4. To implement an effective performance management process, ensuring the working culture maximises the potential of staff, who are motivated and empowered, offering excellent service delivery.
5. To ensure that the charity's building and Tea Studio Café are compliant with Health and Safety regulations and the conditions of the lease from St Matthew's Parochial Church.

#### **WORKING ARRANGEMENTS**

The Art House is routinely open from 8am-9:30pm 5 days a week and Saturdays 10am-4pm. The post holder will be expected to operate flexibly, as with all the staff team, and provide appropriate cover as required when the building is open outside standard office hours.

The post holder will also need to be on the rota to be contacted, when necessary, by staff / tutors working outside standard office hours.

#### **PERSONAL DEVELOPMENT**

The post holder will be expected to attend regular review sessions with the Chair and take responsibility for their own learning and development for the role.

#### **CONTACTING THE ART HOUSE**

For more details about the work of the Art House please visit our website at [www.arhousesheffield.co.uk](http://www.arhousesheffield.co.uk). If you have any questions about the role please contact Andy Cutts (p/t Temporary Operations Manager) by email [andy.cutts@arhousesheffield.co.uk](mailto:andy.cutts@arhousesheffield.co.uk) or telephone 01142 723970.

