Glenkens Community & Arts Trust

Job Description – Executive Manager
(FT, Permanent)

Aims of Glenkens Community and Arts Trust Limited (GCAT)

Glenkens Community and Arts Trust Limited wants to see healthy, active, creative, connected and inclusive communities in which people of all ages can live, work and grow. *(vision)*

To help make this future a reality, we will work with others to enrich the lives of people in our communities, by providing inclusive social, artistic and creative activities, experiences and opportunities for progression. *(mission)*

Now that the Glenkens & District Community Action Plan (CAP) has been published GCAT has a key role to promote knowledge and an understanding of the CAP and to pursue increased community participation. Therefore, although this new role is predominantly involved with the strategic and day to day management of GCAT, there will be an evolving leadership role in the CAP.

(https://www.foundationscotland.org.uk/sites/default/files/2021-02/Glenkens%20Community%20Action%20Plan%20%20Summary.pdf)

To help us reach our vision and fulfil our mission, and in response to the needs of our key stakeholders, we have developed **high level strategic outcomes** linked to our core activity areas[1] to give focus to our work and which highlight the differences we would like to make over the next 5-10 years. In addition, to help us ensure our work remains achievable and relevant, we have broken these down into **intermediate outcomes**, which highlight differences we hope to achieve in the medium term, and which can be reassessed in 3-5 years. Each of these intermediate outcomes have associated activities and outputs deliverable over 1-3 years, which comprise the workplans for staff and volunteers, and all of which are summarised within our Strategic and Operational Plan. Our high-level strategic outcomes are:

1. **ARTS, CULTURE AND HERITAGE** - CatStrand will continue to be a premiere venue for touring artists in Scotland; with our arts programme championing excellence and experimentation across the arts, screen and creative helping to enhance culture of the local area and the quality of life of its people.

2. **COMMUNITY DEVELOPMENT** - The capacity and resilience of our people and communities will improve; where people and groups are better connected and less isolated; have greater skills, abilities and confidence to take leading roles; and where individuals have improved mental and physical wellbeing. GCAT will play a leadership role in stimulating initiatives, particularly long term and complex initiatives, including identifying groups and individuals which can deliver the actions and aspirations set out in the CAP.

[1] Our 5 strategic service areas within our Strategic Plan include arts, culture and heritage; enterprise and facilities; community engagement; community transport; and our business support function

3. **ENTERPRISE AND FACILITIES** - Working in partnership with other local business wherever possible, GCAT runs attractive and successful facilities and enterprising activities, which are both self-sustaining and help support the economic growth and sustainability of both our Organisation and the local economy as a whole.

4. **COMMUNITY TRANSPORT OPERATION** - GCAT plays a key role in improving access for rurally isolated communities through the delivery of a sustainable, effective and accessible Community Transport Operation; as part of a joined-up transport network across Dumfries and Galloway.

5. **BUSINESS SUPPORT -** GCAT will be an effective, sustainable and value driven organisation, demonstrating best practice in all aspects of leadership, management and support and governance.

Overall Role and Accountability

Strategic leader for our Organisation and heading up our management team, the **Executive Manager** will hold delegated responsibility for overall operational management (within clear policy and planning frameworks) including: development and monitoring of the strategic plan; direct line management of the service area leads including fostering a culture of team work and support; compliance; financial sustainability including fundraising; and developing and maintaining strategic partnerships including being a public face for the organisation.

The **Executive Manager** is ultimately responsible to the Board of GCAT and reports directly to the Chairperson and / or office bearers.

Principal responsibilities for this Role

- To lead in the development, and oversee implementation of, the organisation's vision, aims and objectives, policies and activities
- To provide visible, effective and supportive leadership and to management to our management team (and the wider organisation), motivating them to deliver excellence
- To prepare and implement business strategies, plans and budgets in partnership with management team colleagues and in consultation with the Board and other staff
- To ensure that GCAT has the required resources and finance to deliver on our plans, both now and in the future
- To lead on implementing and administering the necessary collaborative infrastructure to oversee strategic management of the CAP across the wider community (CAP Oversight Group)
- To support the Board and to be accountable to them, by providing them with the information they need to deliver excellent governance
- To ensure that GCAT is a learning organisation by developing and implementing an effective monitoring and evaluation system which links to and informs an annual planning cycle

In pursuit of the above, the Executive Manager’s duties will include:

Income Generation and Fundraising

- To have an overview of the financial health of the Organisation, creating and overseeing the implementation of a fundraising and income generation strategy to ensure sustainability
- To support management team colleagues to create business plans for their service area, which maximises income generation from grant applications, community fundraising, sales and enterprising activity
- To develop funding applications which fall out-with the remit of management team colleagues
- To generate partnerships with key regional and national agencies to bring external investment into the Glenkens
- To support management team colleagues to produce grant claims and reports for funders and maintaining good relationships with donors and sponsors

Financial Management

- To work closely with the Business Support Manager to ensure effective financial stewardship for the Organisation including authorising invoices, payments, bank transactions, payroll etc.
- To work with Management Team colleagues to prepare annual budgets for each service area and the Organisation as a whole
- To provide assistance to the Business Support Manager in presenting financial management reports and information to the management team and the GCAT Board, including variance reporting between budget and actual income / expenditure
- To work with the Business Support Manager in the preparation of annual audit and regular VAT returns

Marketing and Audience Development

- working with Management Team colleagues to oversee the development and implementation of the organisation's marketing and PR strategy, with a particular focus on equalising focus on each service area while maintaining the unique profile of the CatStrand

HR management

- To provide line management for all members of the Management Team and any other relevant staff including undertaking regular staff support and supervision sessions, staff appraisals, and developing staff workplans
- To managing relevant external contractors including being responsible for negotiation and completion of all contracts
- Ensuring that effective systems of internal communication are in place across GCAT and within each service area team
- To manage any other relevant staff members / interns etc. involved in delivering functions out-with the remit of other management team colleagues
- To participate in training and continued professional development opportunities as relevant, and support the Management Team to do the same

Health & Safety

- To ensure that health and safety policies are appropriately implemented across all service areas

Representation/PR

- To be the key figurehead representing the CatStrand / GCAT to the media, funding bodies, businesses, local and national organisations, and the wider community
- Raise awareness of GCAT’s pivotal role in supporting the delivery of the CAP and working as a link between local and national organisations.

Legal functions

- Ensuring all relevant statutory regulations are complied across each service area

Board

- Attending all Board and Committee meetings, being the first line of accountability
- Preparing and presenting reports and papers for Board and Committee meetings
- Other duties as reasonably instructed by the Board.

Planning, Monitoring and Evaluation

- To consult with key stakeholders in the development, updating and implementation of GCAT's 5-year strategic plan
- To regularly report and implement actions agreed with the CAP Oversight Group including monitoring impact of the CAP, identifying gaps in provision and exploring potential options to fill these
- To develop and ensure the effective implementation of a robust monitoring system, able to capture qualitative and quantitative information from a range of key stakeholders
- To support management team colleagues to evaluate outcomes from their area of work
- To develop and undertake a cross-organisational evaluation process which leads to learning and improvements.

Executive Manager PERSON SPECIFICATION

	Essential	Desirable
EXPERIENCE	Significant experience of leading a team with strong people management and development experience	Senior management experience within a third sector, arts organisation
	Significant experience in community development work including identifying projects, delivery partners and sources of funding	
	Proven track record in raising money through grant funding and enterprising activity	
	Experience of creating business plans and strategies for income generation	
	Experience of developing partnerships involving public, third and private sectors	
	Financial management experience	Marketing and PR experience
	Experience in developing business or outcome focussed plans based on identified need	Working effectively with a Board of Trustees
	Experience in evaluating programme of activity	Research and consultation experience
	Facilitation skills	Experience of delivering training
KNOWLEDGE & SKILLS	Ability to demonstrate knowledge of the needs of rural communities like the Glenkens and a track record of delivery, working with community organisations, to meet these needs	Ability to demonstrate knowledge in the following areas: Business development skills Health and Safety Legal Functions

	Knowledge and skills in relation to all aspects of HR management	
	Competent level of IT skills	Experience with website maintenance, Social Media and e-marketing
	Organisational skills including scheduling, working with deadlines and future planning.	
	Business planning skills	Knowledge of the Equality Act 2010 and how to cater for disabled people and other protected characteristic groups
PERSONAL QUALITIES	Self-starter with proven track record	
	Strong leader capable of managing and motivating staff	
	Track record of influencing disparate groups to collaborate	
	Excellent Communication and presentation Skills	Ability to work both as a direct report to a Board as well as providing leadership and guidance to external and/or related bodies
	High Level Written & Oral Skills	
	Innovative & Ambitious	
	Calm under pressure	
MOTIVATION & EXPECTATIONS	Focused on high personal and organisational performance	
	Based in the Glenkens with Full Driving Licence	
	Deliver service growth (where appropriate) and sustainability	

	Provide a culture of excellent management and leadership across the Organisation and the wider area	
	Able to work occasional evenings and weekends	

Basic Terms and conditions

Salary: £42 000 to £45 000 (full time, subject to a 3-month probationary period), payable monthly in arrears

Term: Initial two year contract with an aim to extend this subject to funding.

Hours: A basic 35 hours per week, but this senior role shall work such hours as are necessary for the proper performance of their duties. Evening and weekend work will be required on an occasional basis

Pension: GCAT operates a NEST pension scheme, which you will be automatically enrolled into

The payments into your pension are:

- Your contribution - 5.00% of your pensionable pay. This will be taken directly from your pay and will appear on your payslip.
- Our contribution – 3.00% of your pensionable pay. This will be paid directly to the pension provider.

Holiday: 32 days including public holidays.