



Senior Manager Job Description

Job Title	Senior Manager
Salary	£24,800 FTE Prorata for 32 hrs per week.
Hours of Work	You will be contracted for 32 hours per week. You may be required to work outside of normal office hours, at evenings, weekends and on bank holidays and on public holidays.
Location	3 Charnwood Street, Derby, DE1 2GT. Travel will be required for this post.
Responsible to	Artistic Director
About Artcore	<p>Artcore is an international centre for contemporary art and creativity that is based in Derby, UK, and is home to a gallery, studios, work spaces and a craft shop. A vibrant hub for commissioning, production, presentation and debate, we offer opportunities for audiences to engage directly with creative practices through participation and discussion. We work with a diverse range of communities and the cultural, creative industries, community, education, health and regeneration sectors to deliver our programme.</p> <p>Artcore operates as a cultural hub in Derby, fuelling active engagement for various communities in Derby, the East Midlands and beyond, working to enhance lives by sharing knowledge and skills through art and helping individuals to understand the benefits of art. We are committed to bringing arts and crafts activities into the lives of people of all ages, abilities and ethnic backgrounds. Our focus is on providing contemporary, innovative and quality services in four core strands:</p> <ol style="list-style-type: none">1. Art in Modern Culture,2. Art in Health and Well-being,3. Art in Education and Learning, and4. Art in the Community.
Overall purpose of the Job	<p>Senior Manager</p> <p>This is a key role in the operations and management of Artcore and to support Artcore's fundraising strategy that aims to build a sustainable and diverse funding base for Artcore. The Senior Manager will work with Artcore Directors to look at ways to sustain and increase Artcore's services, earned income and income-generating projects.</p>
Key Result Areas	<p>Short and Long Term Programme of activities</p> <ol style="list-style-type: none">1. Develop, plan, manage and oversee a regular and sustained programme of project funded and earned income activities for participants of all ages under Artcore's 4 core strands.2. Work with programme coordinators to recruit, manage and supervise a pool of sessional workers and volunteers to assist with the running of activities for all ages.3. Promote and publicise the programme of activities statutory and public sector partner agencies for cross referrals in support of the holistic needs of users.

	<ol style="list-style-type: none"> 4. Manage the marketing, promotion and awareness raising of project activities and assist the Directors with any online reports, website developments and updates, displays and events. 5. Reporting progress reports including statistical analysis of the work, including monthly reports and reporting to the Board of Trustees 6. Develop and implement Artcore's three year strategic plan for fundraising to maximise income generation. 7. Ensure fundraising and audience targets are met and exceeded 8. Developing and implementing chargeable events, establishing and promoting partnership working. 9. Develop and coordinate web-based fundraising, and feasibility of using resources such as online auctions, crowdfunding and merchandise sales 10. Implement robust processes, plans and supporting budgets to maximise accuracy and efficiency 11. Be responsible for the implementation of policies and procedures of Artcore, including safeguarding and equal opportunities monitoring. 12. Liaise with the Directors and staff to ensure that the work is of high quality and meets the expectations of funders, partner organisations and others. 13. Proactively seek opportunities to raise funds for and to promote the work of Artcore through contributions to appropriate publications, dissemination of information to external stakeholders and personal presentations at relevant conferences and forums. 14. Undertake any other tasks which may be reasonably required within the post and range of experience, expertise and skills. <p>Performance will be measured by working towards project outcomes. Achievement will be measured against the agreed objectives through regular meetings with the Directors, through progress reports for Trustees and through the staff review process.</p>
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Person Specification

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Qualifications	<ul style="list-style-type: none"> • Degree level Qualification • Ability to confidently use IT including emails, Word, Excel, PowerPoint 	<ul style="list-style-type: none"> • A bachelor's degree in a management field
Experience	<ul style="list-style-type: none"> • Minimum 3 years relevant work experience • A proven track record of delivering fundraising success in a charitable organisation, across multiple areas • Experience of building capacity and sharing knowledge. • Experience of managing budgets • Experience in the use of a range of Social Media • Strategic Planning • Event Management • Experience of developing and implementing strategic plans 	<ul style="list-style-type: none"> • An understanding of working with Black and Minority Ethnic individuals in a compassionate and empowering way • A good understanding of modern administrative systems, including that of organisational and statistical data • Experience of developing opportunities for people to volunteer

	<ul style="list-style-type: none"> • Experience of staff management and ability to team-build and generate supportive, cohesive and productive team relationships. • An understanding of safeguarding and child protection • Well-developed literacy and written and oral communication skills, including the ability to communicate with people from a variety of social, cultural and professional backgrounds • The ability to work as part of a team and also to be self-motivated and directed 	<ul style="list-style-type: none"> • A good knowledge and understanding of current Safeguarding, Health and Safety, Equal Opportunities and Data Protection Act legislation.
Skills	<ul style="list-style-type: none"> • Excellent influencing and relationship building skills • Strong Organisational Skills • Strong interpersonal skills; a collaborative team player • Strong problem-solving and creative skills • Excellent project management skills • Tenacity in seeking results and a high level of representational and negotiation skills • Ability to make decisions and take the initiative, as part of managing a varied workload 	<ul style="list-style-type: none"> • Experience in the arts and charity sector • Knowledge of businesses in Derbyshire
Personal qualities	<ul style="list-style-type: none"> • Creative, passionate and flexible character • A generator of new ideas • Resilience, particularly when faced with setbacks • Willingness to carry out a range of administrative tasks 	

The first three months of your employment shall be a probationary period. We may, at our discretion, extend this period for up to a further three months. During this probationary period your performance and suitability for continued employment will be monitored. At the end of your probationary period you will be informed in writing if you have successfully completed your probationary period.