

Entelechy Arts

General Manager



Job Pack & Job Description

Job summary

An exciting opportunity to join Entelechy Arts and play a pivotal role in supporting the charity to create and deliver pioneering artistic programmes with its communities in South East London and beyond. We have ambitious plans for our future and the future of those with whom we work, and this key role will oversee the core operations of the company which will underpin our dynamic programme, to enable it to flourish.

**Contract: 21 hrs per week (0.6FTE), £30,000 - £32,000 (dependent on experience).
Permanent.**

This job is being advertised at the same time as a 0.4 (2 days a week) Programmes Producer role. As well as welcoming applicants for either role, we also welcome applicants who wish to apply for both positions to create a full time role. If you wish to apply for both roles, please complete just one application and state clearly that you are applying for both positions.

**If you need this information in a different format please contact:
Christine by email Christine.lee@entelechyarts.org or by phone 07860
740033.**

About Entelechy Arts

Entelechy Arts is a charity based in Lewisham, South East London. We produce vibrant and important cultural programmes, created by and for the communities we work with, namely isolated older people, those living in care homes and those living with profound and multiple disabilities, enabling them to play an active and visible role in the creative life of their community.

We believe in the creative power of the individual, and that everyone should have the opportunity to contribute to the cultural life of their local community, regardless of any limitations they may be experiencing. This richness in sharing stories and experiences of those who can often feel underrepresented, encourages stronger communities, changes perceptions, and ultimately helps people live healthier, happier and more connected lives.

Entelechy Arts was formed in 1989 (as New Moves) and has a strong reputation both nationally and internationally of developing pioneering new ways of supporting isolated groups to connect with and enrich the lives of their communities.

The following 5 values live and breathe through every element of our work - both our creative programmes, and our operations as a business:

- **Inclusivity:** Our work is co-created with our communities. It is authentically inclusive to the people we collaborate with, and we strive to continue to grow in this area.
- **Collaboration:** We recognise that there is strength in numbers and the best, most pioneering projects come from deep, long-lasting relationships and partnership working.
- **Change-making:** Everything we do is connected to our core mission to make real and lasting change for the communities we work with.
- **Joyfulness:** Whilst we are committed to all of our programmes stimulating change and provoking important conversations, this does not mean that all we do is serious! All our projects exude connection, hope and joy.
- **Innovation:** We are finding pioneering new ways of living, listening, thinking, creating and growing as a society.

We have 30+ years experience of creating performances with and for diverse groups of participants and audiences, many of whom would not ordinarily have engaged in, or experienced, high quality arts projects. This includes the street work Bed that reached audiences of 100,000+ across the UK with older women in their nightclothes 'abandoned' in high streets, parks and public spaces. Memory and Place saw older performers, many of whom were living with dementia, participate in a creative takeover of the old Elephant and Castle shopping centre in south London. Wilderness Tales brought nursery school children together with adults with profound and complex disabilities and isolated older people in a celebration of wild open spaces. Notable collaborations include work with the Albany and Lewisham Council in delivering the 3 week Age Against the Machine festival, a London Mayor Cultural Impact Award winner. The festival included co-producing The Home, a 48 hour 4 star reviewed immersive theatre work by artist Christopher Green, a timely critique of residential care and older people.

The past 18 months has been a significant time for the organisation, as the covid-19 pandemic has had a devastating impact on the communities we work with and required us to entirely re-shape our programmes to respond to this global crisis. In amongst the unprecedented challenges, we have worked with our communities, many of whom have been disproportionately affected by the pandemic, to bring vital connections, creativity and joy. Our work has never been more important.

We have ambitious plans for our future and the future of those with whom we work. This includes developing our associate artist and commissioning programme, testing franchising models for strands within our programme, developing our practice in social prescribing, extending the reach of our local projects, producing high profile public productions work as part of Lewisham Borough of Culture 2022, and continuing our important role in contributing to conversations around policy in the arts, health and community sectors.

Entelechy Arts is an Arts Council England National Portfolio Organisation (NPO) and receives a main grant from London Borough of Lewisham, as well as regular funding from other sources.

Since its formation in 1989 as New Moves, Entelechy Arts' practice has grown from strength to strength. With a new Director appointed in 2020, we are entering an exciting phase in the company's development and are now looking to strengthen our core team to support this growth. You will be joining a small, passionate and experienced team and will have great opportunities to learn more about creating artistic work which ultimately contributes to stronger, happier and healthier communities. www.entelechartyarts.org



Photo credit: Roswitha Chesher for Entelechy Arts

Application Process

To apply, please send your application consisting of:

1. C.V. (max two sides A4), and
2. a covering letter (max two side A4). Please include:
 - reference to the skills, experiences and attributes listed in this pack.
 - your email, address and phone number.
 - if you wish to apply for the General Manager and Programme Producer roles jointly (as one full time role), please state this clearly. Please note that you only need to send one application.
3. an equality and diversity form (optional).

Please send your CV and covering letter to christine.lee@entelechyarts.org by **9am, Wednesday 24 November 2021** with the subject line:

- “Application – General Manager: [YOUR NAME]”, or
- “Application – General Manager & Programmes Producer: [YOUR NAME]”

Interviews will be held Wednesday 1st and Thursday 2nd December on Zoom. Second round interviews will ideally in-person at our office in the Albany, Deptford. Please note that we are operating in a covid-safe way with social distancing.

Contact

If you have any questions, would like to discuss the role(s) or if you would like any support at any point in the recruitment process, please get in touch with Christine on 07860 740033 or christine.lee@entelechyarts.org

Timeline

- Deadline for Applications: 9am on Wednesday 24th November 2021
- First interviews: Wednesday 1st/Thursday 2nd December 2021 on Zoom
- Second interviews: Wednesday 6th December 2021 at the Albany
- Start date for work: January 2022 (negotiable)

Equal Opportunities

Every day we work with people from a wonderful, wide range of backgrounds, and we are keen to hear from a diverse range of candidates with different perspectives, experience and knowledge.

We are actively trying to diversify our staff workforce. We particularly welcome interest from Black, Asian, Minority Ethnic and disabled candidates.

Please also help us to work towards our ambitions to work towards becoming a more equal and diverse organisation by completing our equality and diversity monitoring form ([download here](#)). Please note that completing this form is optional and it will be held anonymously and separate from applications.

Access & Support

We are committed to ensuring anyone can take part in this opportunity. If you have specific support requirements, please get in touch using the details below to discuss how we can meet your support or adjustment needs for your application or interview.

If you have any questions, have access support requirements or would like any assistance with the language and terminology in this document please contact Christine by email at:

Christine.lee@entelecharts.org or by phone 07860 740033 who will be able to discuss further or arrange support for you.

About the role

1. Key and Desirable Attributes:

Essential:

- A minimum two years' experience of working in a similar role or with similar responsibilities, ideally in a charity
- Experience of line management and managing HR matters, if not in a permanent structure then as part of a project
- Meticulous organisational and administrative skills
- Experience creating and managing budgets
- Partnership building and managing stakeholder relationships
- Excellent verbal and written communication skills and attention to detail
- Strong IT skills, with the confidence to manage both familiar and unfamiliar technologies and liaise with external IT support
- A good team worker, pro-active, flexible and independent, with a friendly manner
- Ability to manage multiple priorities and work calmly under pressure and to deadline
- Excellent time management, planning and coordination skills
- Highly accurate and precise in carrying out any task
- Experience of working with databases

Desirable:

- Interest in participatory arts
- Experience of working in community and/or care settings

2. Main Duties and Responsibilities

Office and Administrative Management

- Oversee responsibility for the management, maintenance and security of Entelechy Arts' offices
- Oversee the development and maintenances of administrative procedures and systems for delivery across Entelechy's programmes and ensure they are understood across the team
- Oversee internal communications to ensure that systems are in place for staff, volunteers and freelancers
- Act as a central point of contact for project leads, artists and other freelancers assisting with queries and providing tools are in place to deliver their activities

Charity Management

Contribute to overall management of Entelechy Arts, participate in decision making with the Director and Board of Trustees:

- Provide administrative support for the Board of Trustees and Sub-committees ensuring timely

provision of information for meetings

- Ensure monitoring and reporting information is gathered for funders, and targets are achieved, looking after the reporting schedule for current funders
- Ensure fulfilment of all legal and financial procedures as required in relation to the Charities Commission, Companies House and other statutory and regulatory bodies
- Oversee the management of Health & Safety (including risk assessments) and ensure company policy and procedures are up to date, in line with best practice and the team members are up to date with training required

Financial Management

- Creating and managing company's budgets, with the Director and Finance Manager
- Ensure all finances are carefully managed, to ensure funds are used and allocated in line with funders' requirements
- Oversee the work of the Finance Manager and work with them to ensure that all financial systems, processes and records are in place with appropriate controls and procedures

Human Resources Management

- Function as the HR lead for the organisation and ensure that Entelechy operates as a good and fair employer
- Develop and implement up to date policies and procedures for the recruitment, retention and development of staff, freelance contractors and volunteers
- Ensure up-to-date job descriptions and performance evaluation procedures are in place and implemented
- Ensure contracts are in place for all freelancers and contract staff and that there is clear accountability within the team for management of these contracts
- Line management of staff, including Administrator & Marketing Coordinator and freelance Finance Manager
- Review and lead entry level opportunities into the organisation and sector, e.g. work placements, apprenticeships, internships with a commitment to become a more inclusive employer

Marketing and Communications

- Oversee the marketing and communications planning for the organisation, including writing copy for newsletters, websites, compiling images and contributing to wider strategy in this area.

Staff Management

- Motivate and manage all direct reports to ensure agreed targets and standards are achieved within timescale
- Monitor the performance and potential of all direct and shared reports and ensure the necessary training opportunities are provided

Systems & IT Management

- Manage the computer systems to ensure security and back up, the smooth operation of Entelechy's work and compliance with the Data Protection Act
- Oversee website management including updating and reviewing in conjunction with a Communications Specialist
- Oversee effective CRM system (Salesforce) ensuring information and systems are up to date
- Oversee the company schedule, ensuring a company wide diary is up to date

Equality & Diversity

- Play a key role in delivering Entelechy Arts' Equality Action Plan, sharing responsibility across the organization
- Proactively support access provision across the company

3. Terms

- Part time role of 21 hrs per week (0.6 FTE)
- Normal office hours are 9.30am – 5.30pm, Monday to Friday (with one hour for lunch)
- Normal place of work is the Albany, Deptford (SE8)
- Flexible hours and remote working options may be agreed
- Enhanced DBS required
- Permanent contract
- 6 month probation period
- Notice Period: 1 month during probationary period (on either side), thereafter 3 months
- Responsible to: Director
- Responsible for: Administrator & Marketing Coordinator; Relationship & Access Coordinator; Finance Manager (freelance)

Benefits

- £30,000 - £32,000 (pro rata) depending on experience
- 25 days annual leave plus public holidays (pro rata)
- Pension (8% consisting of 4% employee + 4% Entelechy Arts contributions)
- Additional company benefits including: company mobile phone; company laptop; annual Date to Create (a discretionary day of personal creative nourishment).