

Company Manager - information pack

This pack can be available as an audio description: please email creativerecoveryjobs@gmail.com if you'd like the link



We are looking to recruit a Company Manager

We are looking to recruit an organised, proactive and enthusiastic Company Manager to play a pivotal role at the heart of Creative Recovery, Barnsley's leading arts and mental health charity.

This is an exciting new position, which will provide essential organisational and administrative support to the dynamic growth of our work with communities and partners across Barnsley over the next three years and beyond.

We are offering an initial three year contract (with the potential for extension, subject to funding); 21 hours per week at a gross annual salary of £16,800 (£30,000 FTE), plus pension contribution and options for flexible working, training and the possibility of additional hours (freelance work, depending on skillset): we are a dynamic and growing organisation and aim for staff to grow with us.

We welcome applications from people from outside the field of Arts and Mental Health who may be looking for a new challenge. Please ensure you can evidence as many of the essential criteria as possible in your cover letter, considering transferable skills and personal experiences that may be relevant.

This role is made possible thanks to the support of the National Lottery Community Fund.

About Creative Recovery

Creative Recovery is a grassroots charity, based in Barnsley since 2010, that uses creativity to support mental health and recovery, boost well-being, build 'community' and bring about social change.

We believe that we all hold creative potential and nurturing our creativity can aid connection and keep us hopeful and well.

Creative Recovery offers a programme of different projects spanning a range of artforms. We develop new work around the needs and interests of our participants. Regular community meetings and project steering groups help us to ensure full involvement and keeps our work relevant and vibrant. We also use our collective voice to raise awareness around some of the issues our community face.

The Creative Recovery programme includes 2 pathways, the first route supports mental health and recovery and the second provides access to activities that help boost wellbeing (this 'preventative work' is accessible to a broader population). Participants access support via an informal referrals process. We welcome professional referrals from across services, as well as self referrals.

We are collaborators at heart and seek to develop new partnerships, and participate in more ambitious projects, sharing our expertise and resources and of course our creativity for the greater good. Through current partnership we take our work into other settings including NHS, Prisons, hospitals and acute psychiatric areas. We are keen to play a key role in Creative Health locally/nationally, in order to improve access to creative alternatives, grow infrastructure/understanding and develop both our local workforce and evidence base.

We have recently received a major grant from the National Lottery Community Fund which will enable us to consolidate and significantly grow our work- securing our long-term future and welcoming more local people into our creative community.

Creative Recovery (Creative Recovery CIO) is a registered charity with the Charity Commission. Charity Registration Number: 1158073

Find out more: www.creativerecovery.co.uk

Role purpose

To ensure the smooth running of day-to-day activity, particularly programme/building management, employing efficient systems and processes. The Company Manager will be line-managed by our Arts Development Director, who takes a wider strategic/fundraising/development role within the organisation. The Company Manager's duties will mostly be operational and administrative: upgrading, creating and managing systems and procedures that underpin all of our work.

We anticipate some shared responsibilities with the Arts Development Director, and so a collaborative approach and close working will be essential to ensure that the organisation can effectively meet the needs of the CR community, sustain and grow.

As a new role, coming on board during a time of growth, the Company Manager role offers a unique opportunity for a driven, resourceful and collaborative arts administrator to have a real impact on the organisation and our work. .

Hours/Pay/Terms

The postholder will be expected to work 21 hours per week at a gross annual salary for 21 hours of £16,800 (£30,000 FTE). We will make a 3% contribution to an Employer Pension.

Paid holidays: (18.5 days- FTE of 25 days plus 8 public holidays)

The contract will be for three years, subject to a probationary period of 3 months. The contract will be extended if continuation funding becomes available.

The usual hours of work will be within the envelope 9am-5pm Monday to Friday with occasional evening and weekend work. The specific days/times to be worked will be agreed by negotiation with the successful candidate.

The postholder will report directly to The Board and will be supervised by the Arts Development Director. The postholder and the Arts Development Director will jointly be responsible for supervision of multiple temporary and casual Project Leaders and other staff.

We offer ongoing training, alongside regular appraisals and opportunities for development.

Location

The postholder will be based at Prospect House, Prospect Street, Barnsley, S70 2NR. This will be the primary location of work, with regular travel to venues across Barnsley routinely required along with further travel to conferences etc.



Job Description

- To assist the Arts Development Director with the management of commissioned / external contracts.
- To oversee the planning of some projects, including liaising with and risk assessing venues/activities, contracting and supporting Project Leaders and performing DBS checks.
- To contribute to the organisational fundraising plan and support the submission of small funding applications (less than £8k) to support project delivery.
- To grow referral networks in Barnsley, linking with other projects and services to ensure smooth transitions into CR projects.
- To arrange regular visits to other teams/services and attend awareness days across the Borough.
- To manage contact databases and information storage in compliance with GDPR.
- To update and create office and operational systems and policies to ensure best/safest working practises.
- To maintain the Creative Recovery website and social media platforms and to create bi-monthly mailouts in conjunction with Project Leaders and the Arts Development Director.
- To assist the Arts Development Director in carrying out project and individual evaluations and support with data inputting.
- To organise staff training and access to external supervision as required.
- To work with the Creative Recovery 'People Grower', 'Helpers' and contractors at Prospect Street to ensure the building is well kept and clearly signposted. To liaise with contractors and Berneslai Homes (and others) to keep up to date with water checks, equipment servicing, PAT and fire safety.
- To manage purchasing accounts and deliveries, placing orders for materials/equipment, and other consumables.
- To support participants and signpost, where necessary for additional support, following safeguarding and reporting procedures at all times.
- To attend Trustee meetings and support the Chair of the Board by providing minutes and other administrative requirements.
- To carry out any other reasonable duties as designated by the Arts Development Director and Board of Trustees.

Support

We value the wellbeing of our team and recognise that working with people in communities can be challenging work. We have a budget to provide support/supervision for all staff. This will be discussed as part of induction and throughout the duration of employment.

Person specification

E= Essential D = Desirable

Comprehensive knowledge

- Insights into the needs of disadvantaged people, especially those mental health needs and intersectional needs. E
- Up to date practice in safeguarding vulnerable adults. D
- Using social media to promote participation. D
- Relevant local networks organisations and services in the arts and health sectors. D

Experience

- Project and/or programme management. E
- Working in a role directly supporting people experiencing mental health and/or drug and alcohol issues. D
- Significant experience supporting someone experiencing mental health difficulties, neurodiversity, disability or equivalent challenges: this could be for a friend or relative, in a job role, as a career, or similar. E
- Managing budgets. D
- Working collaboratively (co-production and co-creation of events and programmes). D
- Working with a range of partners, i.e. local authority, charities, arts organisations, mental health organisations, individual artists. D
- Successfully encouraging people from a range of backgrounds to access provision. D
- Working with gatekeepers in communities and public services. D
- Designing evaluation frameworks and reporting systems. D
- Contracting and supporting Freelance staff. D
- Taking minutes at formal meetings (i.e. boards, committees, trustees etc). D
- Venue/building management. D

High quality skills

- Strong listening, verbal, written and presentation communication skills. E
- Using, managing and designing systems to collect, store and examine data from across the projects. D
- Proficiency with general office software and technologies (i.e. Microsoft Office; Excel; Gmail). E
- Proficiency with communication & marketing tools (i.e. Instagram; Wordpress; Facebook; WhatsApp). D
- Working efficiently both independently and as part of a team. E
- Creating new policies and procedures. D
- Funding bid writing (small bids, i.e. under £8,000). D
- Sensitivity, compassion and personal centred approach. E
- Proactive Working - able to work independently with strong motivation and the ability to solve problems and complete tasks efficiently. E

A commitment to

- The goals and values of Creative Recovery (you can get a good understanding of these through our website: www.creativerecovery.co.uk). E
- Working flexibly and adapting to changing needs and priorities. E
- Supportive team working. E
- Personal learning and professional development. E
- Promoting diversity, respecting and finding ways to include all potential participants and community members. E
- Artistic/creative background. D

Qualification, training and accreditation

- Appropriate qualification at degree level or above or a professional qualification and/or lived experience of the challenges and experiences our communities face. D
- A DBS disclosure (we will carry out a DBS check during the induction period). D

Application

How to apply

Please email a CV and a cover letter (the cover letter should be no more than two sides of A4) explaining why you think you are a good fit for the role and Creative Recovery as an organisation (with examples of previous work and/or experience). Please refer back to the key duties and person specification.

Please email the CV and cover letter as a single Word document or PDF to:
creativerecoveryjobs@gmail.com

As an organisation we highly value lived experience. You may not have specific professional experience in certain areas, and may not have formal education, but you may have other transferable skills, interests or experiences in your personal life you feel may be relevant to the role. If so, we'd love to hear about these.

Accessibility is important to us. Should there be a more accessible format in which you would prefer to send an application, please email the recruitment email and we will get back to you to discuss options.

Creative Recovery is committed to being an inclusive, diverse and representative organisation and community. We grew out of our lived experiences and a drive to address the inequalities and discrimination faced by people from communities who have been unheard and marginalised. We welcome applications from people identifying with any of the protected characteristics as defined in the 2010 Equality Act, and/or from working-class backgrounds.

As a **Disability Confident** employer, we will ensure that all disabled applicants that meet the minimum criteria for this position will be offered an interview (subject to organisational capacity). Please indicate clearly in your application that you wish to be considered for this opportunity.

Please email your application to: creativerecoveryjobs@gmail.com



Deadlines

Application period opens: Wednesday 23rd October 2024

Deadline: 6pm UK time, Thursday 28th November 2024

Shortlisted candidates notified by: Friday 6th December 2024

Anticipated interview dates: Thursday 12th December 2024

The interviews will be held during office hours, in person in Barnsley at our offices on Prospect House, Prospect Street, Barnsley, S70 2NR. Should you be unable to attend in person, a virtual interview is also possible.

We are a small team and we will be looking at applications as they come in - so don't wait for the deadline - get yours in early if you can!

We are more than happy to answer questions about the role, but we are very busy on a day-to-day basis with project delivery, so please don't call or contact our offices or staff direct.

If you do need more information or have any questions about the role, please drop a quick line to our dedicated recruitment email **creativerecoveryjobs@gmail.com** and we will get back to you as soon as we can.

Thank you!