

## General Manager Job Description & Person Specification

### Employment Particulars

Salary:	£32,279 Full Time Equivalent (FTE). Pro-rata to 0.6
Probationary Period:	6 Months
Hours Of Work:	0.6 FTE, 21 hours per week, Time Off In Lieu system operates.
Holidays:	15 Days Annually (25 days pro-rata) + Christmas closure
Contract:	Permanent
Place of Work:	Cheshire Dance Main Office (Winsford Library, Winsford)
Line Managed by:	Director
Flexibility:	Requests for flexible and hybrid working will be considered. A willingness and ability to travel is essential
Pension:	Cheshire Dance operates a Pension scheme and makes statutory contributions

### About Cheshire Dance

Cheshire Dance creates opportunities for people of all ages, abilities and backgrounds to access dance and to use the art form to live healthier and happier lives. From delivering dance classes in the community, to providing professional development & training to emerging artists and hosting events and festivals, we seek to remove inequalities and co-create opportunity to experience the power of dance.

### **JOB DESCRIPTION**

#### Job purpose

Working closely with the Director and team to realise the artistic ambitions and uphold the charitable objects of Cheshire Dance whilst ensuring that the organisation is stable, effective, financially resilient and sustainable in the long term.

## **Key Tasks and Responsibilities**

### **Strategy, planning and development**

- To manage all aspects of business and artistic programme planning, to ensure Cheshire Dance achieves its artistic ambition, whilst building the capacity needed to deliver sustainable outcomes.
- To report to the Director and work closely with the rest of the team, partner organisations and other stakeholders on all aspects of the organisation's work, including supporting and sometimes leading key stakeholder events and meetings.
- In collaboration with the Director and Creative Director, lead on initiatives that develop the artistic programme and the longer-term development of the organisation and in so doing realise tangible outcomes across stakeholder groups.

### **Policy and administration**

- To manage the suite of Cheshire Dance policy documents and processes, and feed into governance documents, where appropriate. This includes identifying relevant research, models of practice and policy in fields related to the area of work, revising policy documents and where necessary consult and draft new ones. Manage the delivery the actions necessary to ensure policy implementation, including organising training and briefings.
- To ensure the smooth running of the organisation and day to day activities, by managing and developing administrative systems and processes.

### **Evaluation and reporting**

- To lead on evaluation and reporting across all aspects of core and project funding, commissions and service agreements that Cheshire Dance delivers, paying particular attention to meeting any conditions stipulated. Develop the organisation's own and its use of external evaluation systems to track, monitor and generate robust evidence of impact. Consult with and survey key groups as necessary.

### **Finance and budgeting**

- To create, manage and report on budgets, cashflows, debtor/creditor control. Support financial administration as necessary via Quickbooks and other platforms.
- To analyse financial and performance data, evidence and research to create knowledge, write reports for key partners, funders and other stakeholders.

### **HR and contracts**

- To lead the Human Resources function of Cheshire Dance, ensuring legal compliance and managing recruitment of permanent and key freelance staff.
- To monitor, log and, where required, write the contracts for Cheshire Dance suppliers, artists and companies. Ensure delivery is on track and report accordingly to team members and the Board.

### **Fundraising and marketing**

- To work with the team to secure commissions, support fundraising and deliver its programme effectively. This includes developing compelling cases for support, strong written proposals and applications as well as establishing effective working and investment partnerships.
- To generate income, engagement and brand recognition through strategic marketing initiatives, maximising the effectiveness of internal and external tools to communicate with specific stakeholder groups. It also includes managing the IT and Communications needs of the organisation.
- To research target groups and implement best practice in developing engagement that upholds Cheshire Dance's values around diversity, equity and safeguarding.

### **Stakeholder engagement**

- To build positive and trusting relationships with all stakeholder groups, including the team and Board, beneficiaries, artists, partners and investors across public, voluntary and arts sectors. This includes attending Board and sub-Committee as well as external meetings.

### **Special Conditions**

The post will require evening and weekend work. Respecting the flexibility that this will require of the post holder, Cheshire Dance will equally enable the post holder to work flexibly, operating an hour-for-hour Time Off In Lieu system.

The post holder will need ready access to transport and be prepared to travel widely.

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### **PERSON SPECIFICATION**

The successful candidate will bring the following:

#### **Qualifications**

- Educated to degree level or equivalent training/experience with evidence of transferrable skills

#### **Skills / Abilities / Knowledge**

##### **Essential**

- At least 5 years professional experience in a related role with the transferable skills and knowledge required to succeed in the role.
- Experience of monitoring, reporting and evaluating projects and wider programmes.
- Experience of policy writing, ensuring legal compliance and policy implementation. Ability to acquire knowledge of public, cultural and social policy, the changing political and social landscape and all other factors effecting the development of social enterprises.
- Experience of managing budgets, working to financial targets and deadlines, including documenting, implementing and monitoring detailed agreements.
- Ability to develop systems and processes that are efficient, compliant and effective.
- Strong research and analytical skills coupled with strong digital skills for sourcing, working with and presenting numeric data, written information, images and digital content.

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- Professional experience and demonstrable track record of successful application and proposal writing for organisations and / or projects.
- Specific skills and ability, in income generation and building partnerships and resources which can demonstrate an entrepreneurial spirit and commercial acumen.
- A proven ability to communicate strategic and operational matters utilising excellent communication skills in a range of formats to a range of audiences including in-person, digital and online, print and press.
- Proven ability to work collaboratively and form effective partnerships, listen, inspire, motivate, manage, negotiate and problem solve.

#### **Desirable**

- A demonstrable track record of work in the arts or not-for-profit sectors and a specific interest in dance.
- Experience of human resource management and recruitment.
- Experience of managing IT needs in an organisational context.
- Experience of event management.
- Experience of commissioning new work and an understanding of different agreement models and R&D processes.

#### **Personal characteristics**

The post holder should demonstrate competence in all of the following:

**Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.

**Behave ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation. Negotiate and document agreements with a strong win:win ethos.

**Build relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.

**Communicate effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

**Creativity/Innovation:** Develop new and unique ways to improve operations of the organisation and to create new opportunities.

**Focus on stakeholder needs:** Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations within the organisational parameters.

**Foster teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.

**Lead:** Positively influence others to achieve results that are in the best interest of the organisation.

**Build Consensus:** Assess situations to determine the importance, urgency and risks, and build consensus in a timely manner and in the best interests of the organisation.

**Organise:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

**Plan:** Determine strategies to move the organisation forward, set goals, create and implement actions plans, and evaluate the process and results.

**Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Interpersonal Sensitivity:** An ability to read and respond to verbal and non-verbal signals.

**Flexibility:** Ability to adapt and change own plans to accommodate external or unforeseen circumstances, without losing commitment to the task in hand.

**Action Tendency:** Attends willingly and effectively to tasks; follows through from planning into action with tenacity.

**Resilient:** Ability to multi-task across different projects and work effectively under pressure to deliver to deadlines.