



General Manager
Application Pack

Soul City Arts | **Serious about change**

www.soulcityarts.com

Role:	General Manager
Base:	Birmingham office with some remote working
Reporting to:	Artistic Director
Contact Type:	Full time, fixed-term contract of employment
Salary:	£45,000 gross per annum (based on full time working)
Timescales:	To commence from January 2024 (or sooner if available), initially until the end of March 2025

About Soul City Arts

Soul City Arts (SCA) is an arts organisation committed to developing creative programmes with a vision of 'connecting communities and transforming society through creativity'. The organisation is founded and led by artist and curator Mohammed Ali MBE, who has built a strong team over the past two decades. We create events and programmes that explore commonalities and shared narratives of people across all faiths and those of differing perspectives. We seek to build hope, pride and confidence within communities enabling them to celebrate themselves and their narratives. We like to help tell the stories of everyday people in extraordinary form.

Soul City Arts is based at a former industrial warehouse in Sparkbrook, Birmingham, which we have named 'Port Hope'. We have transformed the space into a creative oasis in the middle of inner-city Birmingham. Whilst we have delivered programmes across the UK and around the globe, we are proud to be embedded in the community and remain committed to delivering locally. Following our recent success in becoming an Arts Council England National Portfolio Organisation, this is the perfect time to join the team as we continue to build our team, offer, and reach. Discover more [here](#).



Exhibition space at our Port Hope warehouse space

The Role

Soul City Arts seeks to employ an experienced General Manager, reporting to the Artistic Director. With some line management and supervision responsibilities, the General Manager will support SCA's Artistic Director and delivery teams in the effective delivery of all SCA activity, from planning to delivery review, whilst providing effective operational, legal and financial company management.

Responsibilities

- Business strategy, developing plans into deliverable actions
- Partnership, stakeholder and business development
- Compliance, including legals, contracting and financial oversight
- Liaison with contracted finance support and organisational development (fundraising) support
- Ensuring effective operational delivery of all activity including implementing and overseeing systems and processes
- Building and office management
- Ensure all evaluation and reporting is completed
- Leading on Arts Council England NPO, other funder and Trustee reporting
- To take shared accountability alongside the Artistic Director for delivery of SCA's Investment Principles Plan submitted to Arts Council England
- Line management and supervision responsibilities

All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes. This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.



Person Specification

- General Management experience in an arts, heritage and culture context
- Experience of business strategy development and delivery
- Achievement of results in proactive partnership, stakeholder and business development
- Previous responsibility for compliance, including legals, contracting and financial oversight
- Financial monitoring and management experience including working with specialist support
- Working knowledge and understanding of operational delivery linked to buildings, offices, projects and programmes, including the development of systems, policies and procedures and ensuring compliance
- Experience of monitoring, evaluation and reporting, including to funders and Trustees, and specifically liaising with and reporting to Arts Council England
- Line management and supervision experience
- Excellent organisation and leadership skills, with the ability to balance and prioritise a diverse workload, working well autonomously and as part of a team
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes and digital tools quickly
- A good understanding of the SCA brand image and values and ability to adhere to and maintain that all forms
- An understanding of Wordpress and ability to undertake basic edits when necessary
- Demonstrable interest in community engagement, representation and inclusion
- An effective communicator, able to build and maintain relationships with colleagues, agencies, and partners
- A can-do attitude to working in small and busy team structure, with experience of working on multiple work strands with competing demands
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Birmingham
- A personal and professional interest in arts, culture and heritage
- Familiarity with and appreciation of diverse cultures and faith in all its forms
- Understanding and appreciation of the vision and values of SCA – set out in outline **here**



Outdoor screenings in Birmingham City Centre

Process

Please prepare a document of no more than 3 x sides A4 paper which answers the following questions. If you prefer, you can record your answers to these questions on a video of no more than 4 minutes. The questions are set out below:

- Please provide your full name and contact information (email, contact number, address)
- Tell us what excites you the most about Soul City Arts?
- Tell us more about you and your interest in this specific role?
- Please provide up to three examples of your experience which you believe best demonstrates your ability to deliver the role for which you have applied?
- Tell us about a recent creative experience that you really enjoyed?
- What does community and inclusion mean to you?
- Please also provide details of two referees (name, job titles, organisations, email and contact number if known).

Applications (as documents or files) should be sent to info@soulcityarts.com.

SCA is committed to equal opportunities and will treat all applications fairly on the basis of written submissions. To support us with our monitoring processes, please complete the anonymous equal opportunities form available [here](#)

Timetable

Advertised:	Week Commencing 9th October 2023
Deadline:	5pm, Monday 20th November 2023
Interviews:	Online interviews from week commencing Monday 20th November 2023. In-person development / assessment days for shortlisted candidates taking place week commencing Monday 27th – Wednesday 29th November 2023.
Roles Commencement:	From January 2024 (or sooner if available)

Interviews will be guaranteed for all candidates meeting the basic criteria linked to the person specification.

All are welcome. SCA aims to reflect all of the city of Birmingham's communities in our workforce and in particular those from a diverse background. If you believe that you meet the minimum requirements of the role, you are warmly encouraged to apply. In addition, SCA is committed to meeting your access, inclusion, and support needs. Please share with us any access and support needs and reasonable adjustments that will support you during this process and we will work with you to ensure that your support needs are met.



'Waswasa' a theatre show at the Birmingham Hippodrome

Terms & Conditions

- This is a fixed term post until March 2025
- The post is working 37.5 hours per week (excluding 30 minute/1-hour lunch per day), generally worked Monday to Friday with frequent evening and weekend work to attend shows and events. Flexible working will be agreed
- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Holiday entitlement is 33 days per annum for full time employees, including public holidays. Holiday must be approved and taken at a time to suit all colleagues
- Main place of work is Port Hope company base (currently under development), with frequent attendance at meetings and activity offsite. There is the option for occasional homeworking, when approved
- There is a probation period of three months during which time the notice period is one week for employee and employer; on confirmation of appointment the notice period is two months
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK
- The candidate's contract of employment with SCA does not come into force until the first day of work



'Nomad' an art installation at the University of Birmingham



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if you want to make a difference.





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