



RECRUITMENT PACK

BUSINESS SUPPORT MANAGER

Many thanks for your interest in the position of Business Support Manager at Impelo. In the pack below you will find:

- information on the organisation
- a job description
- person specification
- terms and conditions
- full details on how to apply

Separate to this pack is the application and Equal Opportunities Monitoring form for completion.

Should you wish to discuss the role further please email our Director Amanda Griffkin who will liaise with you regarding a convenient time to talk or email.

The deadline for applications is 23rd May by 5pm.

Please email completed application forms to Amanda Griffkin Director amanda@impelo.org.uk adding 'Business Support Manager application' to the subject line.

Interviews will take place at the Dance Centre Llandrindod Wells on Friday May 31st

Thank you again for your interest in Impelo. We look forward to hearing from you.



OVERVIEW

Impelo is a charitable organisation that seeks to share the transformational power of dance as far and wide as possible, connecting people of all ages and walks of life in joyful expression. Our Mission is to connect and inspire individuals, communities and organisations through the joy of dance – empowering curiosity, ambition and lifelong learning.

We do this through a varied programme - delivering regular dance classes in schools and communities, participant-led projects and making shows that use dance as a way to be curious about the world, illuminating science learning and inspiring engagement in both science and dance.

Job Details:

Position Title:	Business Support Manager
Hours:	30 hours per week (occasional evenings and weekends required)
Salary:	£28,000 pro rata (equivalent to £1,866 gross monthly salary)
Pension:	NEST (National Employment Savings Trust)
Annual Leave:	28 days plus 5 further days for five or more years of service
Location:	The Dance Centre, Arlais Road, Llandrindod Wells LD1 5HE (accessible working)
Time Scale:	Two years fixed term contract
Start:	As soon as possible
Probation period:	Six months
Accountable to:	The Director
Line Manages:	Marketing Coordinator, Administrator, administrative and technical freelance contractors, fundraising contractors.

Role Summary

Impelo is seeking a proactive and dynamic Business Support Manager to lead on the charity's operations, including facilities management.

You will lead the the organisation's operational, administrative and finance functions. You work closely with the Director, Board of Trustees, Impelo's public and private funding supporters and our diverse range of partners.

Your role is strategic, dynamic will be a key driver in achieving Impelo's ambitious goals. You are motivated by bold ideas with the experience of creating the financial and operational means to ensure the success and sustainability of bold and inclusive artistic projects

WHO WE ARE

Impelo has been a part of the cultural fabric of the Powys arts scene for 40 years. Working across age ranges, social backgrounds and abilities we hope to inspire more people to enjoy participating in dance. The charity's delivery is flexible, proactive and responsive to a diverse range of researched and requested needs. The company's portfolio has developed to include:

- Participatory projects co-designed with the communities we serve;
- A regular dance programme including classes for children and young people, older adults and adults with disabilities;
- Professional touring shows for children and young people;
- Continuing professional development for teachers and dance practitioners.

After over 35 years as a department of the local authority, in 2015 we transformed into an independent charity. Now governed by a team of ten skilled trustees, the organisation has a renewed vision and ambition for dance in Powys. The transformation process has allowed us to think deeply about who we are and what we do. We have begun the process of developing our new identity through our work and will continue to push ourselves to deliver the very best for our participants and partners.

Impelo working culture:

We are a joyful, curious, busy and highly achieving organisation. Internal and external collaboration is at the heart of our work and members of our small team and wider external network challenge and influence us to achieve the highest quality outcomes. As a team we embrace technological tools to help us communicate and manage projects.

JOB DESCRIPTION

You will be a senior manager with experience in strategic planning, generating income and operations management, with a successful track record working in a comparable role ideally within the cultural sector.

Role and Responsibilities:

Operational & Administrative Management

Manage procurement, production, marketing and technical services, programme delivery partners and freelancers, policies and practices to sustain the success of Impelo
Ensure effective implementation of company policies and processes to legal and statutory requirements

Monitor changes in relevant legislation and the regulatory environment and set up processes to ensure compliance

Build brand with Marketing Coordinator and deliver our organisational values by collaborating with customers, local partners, community organisations and employees

Devise, manage and support business processes

Attend Board meetings, contribute to reports to trustees, funders and support Board sub-groups

Contribute to production of business plan, annual report, funding applications

Facilities Management

Manage relationships with external dance centre hirers and marketing of the dance centre to new hirers

Be a first aider and Fire Marshal and emergency call out contact (fire or security alarm call outs)

Carry out day to day duties associated with running our busy Dance Centre

Maintain compliance documentation, policies and risk assessments

Oversee the maintenance of the costume & prop store and manage the inventory and equipment hires

Managing the box office for 'Night Out' performances;

Support visiting performance companies under the 'Night Out' scheme

Financial Management

Oversee organisational budgets, forecasts and scenario planning

Oversee all financial processes including audits, reserves management, cashflow management and financial risk analysis

Provide the Director with monthly financial reports, cash flow forecasts, mid-year and year-end revised forecasts etc

Provide quarterly management accounts to the Board and Arts Council of Wales;

Authorise payments on our online banking system

Completion of all financial aspects of project management

Ensuring the organisation is getting the best value from suppliers, whilst maintaining or improving services

Fundraising and Strategy

Support Impelo's Director to create and execute a viable business plan ensuring the organisation operates as an entrepreneurial and sustainable business, tracking performance, outputs and opportunities and ensuring ongoing evaluation across the organisation

With the Director, identify and nurture new opportunities for income generation that will support current and future ambitions including funding from public and private sources as well as the development of new commercial initiatives

Implement Impelo's fundraising strategy and manage fundraising freelance contract in order to achieve annual targets

Work with the Director to drive forwards with Impelo's partnerships programme across the variety of existing projects

Development robust commercial controls to minimise risk, and identify and advise on commercial and artistic opportunities, whilst reporting on and analysing key data

Shape, influence and contribute to the monitoring and reporting of Powys Dance's work and outcomes, using both quantitative and qualitative methodologies, identifying progress against goals, as well as taking steps to identify gaps.

HR

With the Director, build and lead a capable team, ensuring all of Impelo's small team have the resources and information required to support and deliver their individual briefs and that professional development and HR procedures are in place and delivered

Manage non-artistic freelance contractors, Marketing and Programme Support and Administrator

Set and maintain the team project management and internal communications processes to ensure the organisation is effective and efficient

Oversee all contracts for freelance contractors and staff, revising terms as necessary to ensure legal compliance.

Other

Contribute to the planning and delivery of the proposed capital development, including the management of the Capital Project Manager

Deputise for the Director, making day-to-day decisions in her absence

PERSON SPECIFICATION

Our recruitment process will use your application, interview and a psychometric test to assess your skills and personal qualities.

A - application, I interview

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

A leadership style that combines innovation with a pragmatic and rigorous approach to business management (I)

Demonstrated ability to lead and inspire a team, manage staff and work closely with a small team (I, A)

Experience in taking financial responsibility for organisations and/or major projects including setting and controlling budgets (A, I)

Experience in scenario planning, cost benefit analysis, business plan development and the setting of a long-term strategy (A, I)

Strong diplomacy and astute negotiation skills, proven experience of using a fair and firm approach to negotiating terms with artists, partners and other stakeholders (I)

Demonstrated ability to fundraise through public and private grant applications (A, I)

Commitment to equality of access and opportunity, cultivating an inclusive and representative organisation (I)

Comfortable with technology (A)

Excellent written and verbal communication skills (I)

DESIRABLE

Experience of working in a small team (I)

Knowledge of trends within the cultural and third sector to ensure that Impelo can maximise its ability to flourish, grow and play a leadership role in dance in Wales (I)

Understanding of the dance sector and more broadly the cultural sector in Wales (A)

First language or fluency in Welsh or the willingness to learn (A,I)

Knowledge of the current legislative framework and good practice guidance for charities (I)