Company Manager

Information pack for candidates

July 2023

# Introduction from our Chair

Spectacle Theatre Ltd began as Mid Glamorgan’s Theatre in Education Company in 1979.

It has an excellent and proven history in delivering bi-lingual, educational theatre. We consider ourselves pioneers of topical, educational theatre that stimulates debate around what matters to people. Based in Porth, we bring theatre that is diverse, inclusive, and relevant to the hearts of communities within Wales and occasionally abroad adopting our ‘Access for all’ approach.

Spectacle is an innovator, pioneer, and incubator, in the practice and delivery of educational theatre in the South Wales Valleys. It excels in enabling access to the arts for communities that are systemically disadvantaged, striving to improve lives and continuing the dialogue with these communities to shape its artistic plans to adapt to the ever-changing needs of these diverse communities.

Our prudent financial strategy has enabled the company to increase its turnover and improve its reserves thus enabling us to look to our long-term aim to be a sustainable bi-lingual organisation by embedding our theatre practice primarily in the communities and educational establishments of Rhondda Cynon Tâf, Merthyr Tydfil and Bridgend County Boroughs. We aim for Spectacle to fully play its part, using theatre to make society fairer by tackling discrimination, promoting equality and inclusivity fostering positive attitudes and changes that include improving confidence, self-esteem and imparting life-long skills on young people, closing the attainment gap and further enhancing their prospects of securing long-term employment in the future.

Over the next five years (2023-2028) we will realign company structure, capacity, and resources, so that they:

* meet the three-fold challenge facing our communities (health, social and economic)
* grasp the opportunities of Welsh Government Initiatives such as Community focused schools’ New Curriculum for schools and the Children and Young people plan 2022.

We will:

* continue to focus work in areas of multiple deprivation.
* use trauma informed practice to support work around Adverse Childhood Experience.
* achieve cultural competency for staff and stakeholders.
* maintain a bi-lingual theatre service free at the point of delivery.

This is an exciting new opportunity to reach, connect and enact powerful and meaningful change across society.

As Company Manager, you will be the driving force in delivering a transformation plan over the next 3-5 years; connecting and mobilising communities to enable greater access to educational theatre people who live in areas challenged by multiple deprivation.

We are looking for a strategic leader who shares our passion and belief; an inspiring individual who can lead the organisation with credibility and conviction. The successful candidate will steer Spectacle Theatre Ltd into a new era. You will oversee the organisational change and development of a new strategy, including fundraising and income generation.

Your initial tasks will be to collaborate closely with the Creative Director and Admin. / Finance post to ensure the delivery of the Business plan, effective governance, and a sustainable future through growing current services. There is considerable scope for a motivated and innovative leader to build on and expand the services we currently provide.

If this opportunity inspires you and you would like to be part of our story, we would love to hear from you.

**Mark Stevenson**

**Chair, Spectacle Theatre Ltd**

# Company Manager

Thank you for your interest in the above position.

If you have a disability and would like assistance with completing an application, then please contact us at least 7 days before the closing date for the role and we shall be glad to help you.

If you need any information in an alternative format or require assistance to apply or would like to make a video application, please contact:

PHONE: 07900 493691

EMAIL: steve.davis@spectacletheatre.co.uk

To apply please submit a CV plus a cover letter. The cover letter must be a maximum of 1,000 words and briefly outline, using bullet points, your skills and experience and how you meet the criteria listed under the person specification in the application pack. Please send an email with your CV and cover letter, headed ‘Company Manager Recruitment’ by 22/09/2023 12pm to: steve.davis@spectacletheatre.co.uk

Spectacle Theatre Ltd is committed to collaborating with our community. One of the ways we do this is through active involvement and engagement in our work activities, including the recruitment of new members of staff. Therefore, please be aware that people from our communities will be involved in the recruitment and selection process.

# Job Description

## Position Details

**Job Title:** Company Manager

**Location:** Porth, Rhondda Cynon Taf

 The main place of work is the Factory, Porth. You are expected to work from the office and occasionally remotely depending on the needs of the charity. There will be occasional travel throughout South Wales.

**Contract:** Permanent subject to the successful completion of a probationary period.

**Salary:** Gross Annual Salary of £33,000 rising to £35,000 after satisfactory probationary period.

 Pension, 3% contribution from employer

**Hours:** 35 hrs per week

**Reports to:** The Creative Director will function as the line manager for the probationary period. The Company manager is responsible to the Trustees for strategic direction, leadership, and sustainability of Spectacle Theatre Ltd. The post-holder will keep in regular contact initially with both the Creative Director and the chair of the Trustees Board.

**References:** References will be requested from your present employer and one other if offered the post.

## Purpose of the role

The Company Manager contributes to the charities mission of, ‘Transforming lives of local people through theatre.’ The Company Manager is responsible in implementing the company’s business plan. There will be an emphasis on fundraising, finance management, implementing a managerial structure and procedure, in support of the company’s mission and vision.

The role also supports the Trustees in their oversight and governance, ensuring safe, effective, and legally compliant ways of working. The Company Manager also has a key role in building constructive relationships with relevant external bodies, challenging, influencing and positively shaping support and services in our mission to provide 'Access for all' to theatre that is diverse, inclusive, and relevant to the wishes and needs of local people.

The Company Manager will ensure Spectacle Theatre makes progress on its journey to build on the strengths and aspirations of the community it serves.

### Responsibilities

#### Strategic

* Build on the strengths and aspirations of our communities. Ensuring the charity works with and for the community it serves.
* With the Board, staff and members, review Spectacle Theatre Ltd vision and charitable objectives.
* Build an effective working relationship with the Board.
* Develop a rolling one-year business plan and three-year strategic plan.
* Lead and support the staff team in developing and implementing the business plan , the Artistic plan and income generation strategy.
* Oversee service delivery and operational performance including reporting to funders and commissioners.
* Develop income generation strategies to maintain and enhance funding from a mix of income streams.
* Ensure appropriate risk management approach and processes are in place and that emerging or significant risks to which the charity is exposed are reviewed regularly and systems established to mitigate these risks with trustees.
* Develop effective relationships with a wide range of partners, acting as an ambassador for the charity, creating and maintaining a positive external image.
* Exhibit collaborative facilitative leadership to support, develop the skills and to motivate staff and volunteers.

#### Operational

* Ensure all governance policies, processes and procedures are established, complied with, and regularly reviewed, including legal and financial regulatory and statutory obligations.
* Alongside the Creative Director, take responsibility for quality assurance and delivering high quality effective support and services.
* Put in place a robust performance management framework to assess, monitor and report on performance, outcomes and regularly assess the impact and value of Spectacle Theatres services.
* Report to funders and other key stakeholders.
* Ensure that Spectacle Theatre has a place to work that is maintained, secure and meets health, safety and welfare requirements of visitors, staff, volunteers, and other occupants.
* Establish effective working relationships with key stakeholders including funders, commissioners, those who use Spectacle Theatres services and other key partners.

#### People management**:**

* Demonstrate effective collaborative and facilitative leadership, promoting a positive, respectful, and supportive culture among staff and volunteers.
* Be visible, enthusiastic, committed, and participative.
* Ensure staff understand performance requirements and are supported to meet agreed outputs and objectives.
* Ensure a consistent culture and understanding of equality, diversity, and inclusion within the staff team.
* Provide effectives support and oversee staff supervision, training, and development.
* Work with the staff team to develop a culture of support, learning and development, quality, and performance.
* Recruit and induct new staff and address any performance issues.
* Ensure Spectacle Theatre policies and procedures relating to people management are purposeful, understood, and followed.

#### Public relations and marketing:

* Raise the charity’s profile through networking and all forms of media (print, broadcast, online, social.)
* Support access for all , to theatre that is diverse, inclusive, and relevant to the needs and wishes of local people.
* Actively network with partner organisations
* Play an active part in ensuring our community are listened to, supported and their needs met, championing co-productive approaches.

#### Fiscal responsibility:

* Ensure effective fiscal management and fundraising, reporting and accountability in line with Spectacle Theatre fiscal management and controls.
* Set and achieve income generation targets, identifying new funding, income opportunities within the scope of the charity’s strategic plan and charitable objectives.
* Be responsible for Spectacle Theatres financial health, ensuring that appropriate financial and auditing systems are in place to safeguard the assets of the charity.
* Oversee budgets, expenditure and management accounts ensuring that income and expenditure are within the strategic and operational plan and targets.
* Oversee and support the work of the Admin / Finance Post.

### Person Specification

#### Experience:

* Senior manager or leader with experience of leading organisations or teams.
* Experience of contracting employees and maintaining records of employment.
* Experience of roles involving coproduction, engagement and equality, diversity, and inclusion.
* Experience of leading and developing successful income generation across multiple funding streams.
* Experience of managing budgets with a history of delivering financial sustainability.
* Experience of building successful strategic relationships and partnerships.
* Experience of representing an organisation externally, including public speaking and presenting to a variety of audiences.
* Experience of promoting and raising brand awareness using traditional and digital communication strategies.
* Experience of risk and change management.

#### **Skills:**

* Ability to act and think strategically and to develop and articulate a clear sense of direction and vision to a wide audience.
* Excellent leadership, management, and team-building skills.
* Able to innovate through coproduction and collaboration to develop added support services and fundraise.
* Exceptional communication skills in English and Welsh desirable (both written and spoken), listening and people skills.
* Advanced influencing, networking, and negotiating skills.

#### Attributes

* Resilient, flexible, and able to be effective under pressure.
* Emotionally intelligent, able to remain calm and professional while dealing with challenging circumstances.
* Committed to equality, diversity, and inclusion.
* Enthusiastic about collaborating with local communities.
* Aware of your own need for continuous improvement and personal development and that of staff, volunteers, and trustees.

#### Equality, Diversity, and Inclusion

Ability to understand and demonstrate leadership and commitment to equality, diversity, and inclusion to ensure all behaviours and activities are consistent with the values, vision, and relevant policies of Spectacle Theatre Ltd .

#### **Safeguarding:**

A full grasp of the importance of safeguarding and ability to implement relevant policies and procedures. Safeguarding is about protecting people’s right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while ensuring wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action.

#### **Values:**

**Effective working with people, able to:**

* Listen to and communicate with a diverse range of people.
* Respect people’s personal choices and be non-judgmental.
* Deal professionally and calmly with challenging situations and individuals.
* Maintain professional boundaries.
* Demonstrate excellent verbal and written communication skills.

**Effective team and organisational working, able to:**

* Be positive about your role, your colleagues, and the organization.
* Be aware how your behaviour and attitude can impact on your performance and the performance of your colleagues.
* Develop your skills and knowledge through continuous learning.
* Be flexible and adaptable to the changing needs of the organization.
* To follow policies and procedures including safeguarding, confidentiality, and data protection.
* Understand and articulate the connection between your performance, project outcomes and organisational performance and the future sustainability of Interlink.
* Identify and effectively manage risk and safeguarding within your area of work.
* Adhere to guidelines, rules, legal and other frameworks and to work in line with the expectations of your role.