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Introduction

Islington Mill Arts Club (IMAC) is a well-established artist-led CIC providing affordable studio, venue and educational provision for the culture sector from its former textile mill in the heart of Salford.

Building on its 18 years of experience as a cultural catalyst and home for imaginative freedom IMAC is now establishing a charity, Islington Mill Foundation, to lead existing creative and learning programmes, and to grow new projects that will impact positively on the cultural and social landscape of the City and the region.

Major renovation work is currently underway to restore, develop and make accessible the historic Mill for this new phase of its creative life. Renovated, the building will house the developing Islington Mill Art Academy, as well as its growing events, projects and programmes that will further embed the Mill as a cultural driver in both the history and future of the area.

A regular programme of workshops and events will continue to draw on Islington Mill's reputation and expertise as a creatively disruptive force for inclusivity, and cultural and social change.

This is an exciting point in Islington Mill's history. With a new organisational structure, business plan, and capital and project funding in place from both The National Lottery Heritage Fund and Arts Council England, it is ready to embark on its next, exciting and most ambitious phase yet. The Mill is now seeking an experienced General Manager to work with the Mill's small dedicated team to build on this potential.

We are open to applications from people from diverse backgrounds, particularly those who understand how to build strong communities and partnerships. A full job description and application form are enclosed.

To apply, please complete the application form and return it, along with your CV and a completed Equal Opportunities form, by 18/10/2019.

Please email your documents to info@islingtonmill.com

If you would like further information before submitting an application, please contact maurice.carlin@islingtonmill.com

Islington Mill Mission

Islington Mill provides courageous spaces for artists, creatives and Salford's local community to nurture creativity and artistic endeavor.

Islington Mill Ethos

- Islington Mill delights and excels in creating a collaborative and supportive environment for all kinds of artists, creatives and entrepreneurs at every stage of their development and career.
- Islington Mill's welcoming, nurturing and accepting environment is the manifestation of what the organisation believes is possible when people work together to build a community of collective care.
- Islington Mill is committed to supporting diversity in talent, expression, experience and learning, and works to foster peer-to-peer behaviours, curated and spontaneous activity, and pro-active networks that promote acceptance, opportunity and artistic endeavour.

Islington Mill Core Activities

We deliver our mission through three core activities:

- Provision and factoring of studio and events spaces.
- Education, coaching, mentoring and support for artists.
- Strategic partnerships, projects and programmes with community and regional impact.

Islington Mill Core Aims for 2019-22

- Islington Mill's historic site and building are developed, secured and provide viable and sustainable cultural assets for its community and stakeholders for the long term.
- A two-year organisational development and transition programme is completed to secure the Mill's resilience, including the launch of Islington Mill Foundation as a fully-fledged charity.
- Drawing on the Mill's unique value proposition the Mill's core services and programmes are sustainable and contribute to the region's cultural diversity and future.
- Affordable and accessible artist-led development, mentoring and support through the Islington Mill Art Academy is increased through the Mill's partnership with Manchester School of Art PhD.
- Diversity and inclusion within the Mill's tenants and programmes is increased, and greater engagement with the local community is facilitated through capital renovations and new creative programmes.

Working with Islington Mill

The benefits of working with us are just that - it is working *with* us, not for us.

You will be joining an agile environment, which *“actively endeavours to be welcoming and liberatory, cultivating a kind caring queering and courageous climate ...for all. Our ‘me, you, we, new’ ethos facilitates space for collaborative imagining, creating, learning, being and making, with those with whom we are familiar and those we’ve not yet met.”*

We are a diverse, creatively active and fluid community (rarely a dull moment). We champion difference, and actively propose, design and test ways we can learn, live, work and be in the world together, co-shaping the future through conscious decisions and actions, at less cost to ourselves, each other, and the planet.

You will be learning and engaging with ‘Upwording’, where thinking and speaking to ourselves, and each other is free from superiority, coercion and blame, focusing instead on how we can meet any situation with curiosity and the desire to find mutually agreeable solutions. We continuously co-seek to create our climate for all, and apply rigour to maintain this.

You will be contributing during a pivotal moment in the Mill’s history as it embeds its place in the cultural and social fabric of the City. You will be co-facilitating an exciting, rigorous base for artists and creatives, resident and transient, benefit from an experimental learning environment, plus built-in coaching and mentoring support.

You will also be working in the unique environment of the Mill - we have a lively, lovely courtyard with plants, and future vegetables; ease, air, and space, with working flexibility. You will become a vital part of the welcoming and sociable Islington Mill ‘extended family’.

A Living Story with an eye on the past, engaging in the present, and a view to the future.

Job Description – General Manager

This role reports to: IMAC Directors (Rivca Rubin, Maurice Carlin, Rachel Goodyear, Bill Campbell)

This role has line management responsibility for:

- Marketing and Communications Support
- NLHF Project Manager
- Projects Coordinator

Purpose

The General Manager will be responsible for the smooth and efficient day-to-day running of the Mill and its operations. This involves managing a team of core staff and freelancers, project teams and liaising with key partners and stakeholders as required.

The General Manager will play a lead role in operational planning and delivery, fundraising and communications, governance administration and HR.

We are looking for an experienced, enthusiastic, calm and effective person, with a penchant for overview as well as detail, a starter-finisher, who enjoys engaging with all people, with clarity and rigour, and without superiority. Empathy, care and patience are attributes crucial for this role, as is the ability to disperse pressure, and actively seek co-created solutions, in this unique, diverse, experimental environment.

MAIN RESPONSIBILITIES AND DUTIES

The General Manager is responsible for:

Strategic planning

- Contributing to the Mill's strategies, business planning and budgeting
- Liaising with Business Manager to prepare accurate and full Management Accounts and financial reports for business planning, reporting and forecasting.
- Development of effective and appropriate evaluation framework to review and manage performance of the Mill's programmes and projects against objectives and budget.
- Developing and reviewing essential policies (Health & Safety, Equality & Diversity, Environmental) for the Mill.
- Maintaining close stakeholder relationships with funders, partners and related organisations.

Operational planning and delivery

- Managing daily programme and project administration to ensure the smooth running of the Mill's public-facing activities.
- Ensuring effective operation of Mill-hosted events and projects.
- Managing external relations and operations for the Mill's public programmes and activities.
- Supervising, managing and contracting employed, freelance and contract staff as required, and scheduling team activities.
- Relationship management with key public funders, partners, sponsors and donors.

- Overseeing and monitoring programme and project budgets against the Mill's current and projected financial position.
- With the Business Manager, implementing the Mill's Health & Safety Policy incorporating provision for safe running of public events and projects within the Mill's spaces.
- Managing the Mill's administrative and office functions to ensure smooth running of services, programmes and activities.
- Line management of Marketing & Communications Support, HLF Project Manager and Project Manager / Admin Support, and co-ordinating the work of the wider team to ensure effective management of individuals and resources.
- Overseeing and supporting the work of Support, Project staff and freelancers to ensure delivery of exemplary programmes and projects.
- To act as keyholder of the Mill.

Fundraising

- Preparing fundraising strategies in conjunction with the Directors and Board.
- Writing and submitting funding applications to appropriate funders, trusts and foundations to support Mill activities.
- Ensuring necessary reporting is completed in line with funder requirements and guidelines in a timely manner.
- Managing relationships with key funders (e.g. The National Lottery Heritage Fund, Arts Council England).
- Monitoring and reporting on compliance with funding agreements and targets.

Marketing & Communications

- Development, implementation and management of the Mill's brand and PR.
- Overseeing the design and implementation of internal communications and external marketing strategies (with Marketing and Communications Support) to extend the reach and impact of the Mill's core services, programmes and activities.
- Overseeing development of the Mill's audience development strategy, planning and implementation.
- Overseeing management of the Mill's digital platforms for internal and external communications.

Governance administration

- Leads on delivery of the Annual Report and appropriate, timely reporting to regulatory body.
- Drafting, preparation and circulation of Board agendas, reports (with input from Directors and Business Manager).
- Liaising with governance consultant in implementation of Islington Mill Foundation.
- Liaising with governance consultant to support Board development and training, including management of annual board and staff development events.
- Developing company policies and procedures to promote best practice and compliance – ensuring policies are clearly communicated and fit for purpose.
- Actively monitor the Mill's Equality & Diversity Policy and Action Plan, ensuring all staff are involved in its implementation.
- Actively lead and monitor the Mill's Environmental Sustainability Policy and Action

Plan, ensuring all personnel are involved in its implementation.

HR

- Manages the HR function for the Mill and oversees personnel administration including recruitment, performance and induction of new programme and project staff and freelancers.
- Devising, implementing and updating employee procedures and tools (e.g. Staff Handbook) ensuring agreement and compliance.
- Overseeing the delivery of the Mill policies, with the qualities of the Mill's values, ethos and mission.
- With Directors, setting and reviewing job descriptions and remuneration policies in line with strategic objectives and agreed budgets.

Other duties

- Representing the Mill as appropriate.
- Complying with Mill policies and procedures.
- This role may be required to work unsocial hours as appropriate and reasonable.
- Other duties are reasonably required.

PERSON SPECIFICATION

Essential knowledge, experience and skills

- A passion for arts, culture and community.
- 5 years management experience, working within an arts organisation or venue.
- Experience of leading and managing a team, with excellent interpersonal and negotiating skills.
- A confident, comfortable ability to work collaboratively, mutually supportive and respectful, with curiosity to understand people in moments of difficulty, with all colleagues whether full-time, freelance or temporary.
- Experience of strategy delivery, business planning, project management and operational delivery.
- Experience of financial management, including setting and managing budgets and financial reporting, and monitoring management accounts.
- Experience of fundraising, including managing relationships with funders and funder reporting.
- Experience of devising and implementing effective internal communications processes and impactful external marketing strategies.
- Exceptional organisation and administrative skills, and the ability to multi-task.
- A high level of accuracy and attention to detail in all areas of work.
- Ability to work without supervision, use initiative where required and work under pressure.
- Reliability, confidentiality and an enthusiasm for the Mill, its work and its ethos.
- Excellent computer and digital literacy.

Desirable

- Experience of servicing a Board of Trustees.
- Knowledge of Charity and Company legislation.
- Understanding of the current cultural funding system in the UK.

Summary of Terms

Contract: This is a Full Time fixed contract of employment for 2 years.

Salary range: £28,000 - £33,000 (depending on experience)

Notice period: Two months.

Probationary period: Six months, with one month's notice.

Holidays: 33 days p.a. (including statutory public and bank holidays).

Location: Islington Mill, James Street, Salford.

Timeframe for applications, selection and interview

The closing date for receipt of applications is 18/10/2019.

Shortlisting will take place on 23/10/2019 and you will be notified whether you have been shortlisted (or not) for interview via email by 30/10/2019.

Interviews will be held on 20/11/2019, at Islington Mill. Second round interviews if necessary will be held in the week commencing 25/11/2019.

Guidance Notes for Applicants

Please read these notes carefully before completing your application.

Islington Mill is committed to being an inclusive employer that welcomes staff from a wide variety of backgrounds. This guidance is provided to help you apply for one of our vacancies as effectively as possible and to ensure you provide us with all the information we need to see how well you meet the requirements of the job.

If you have any general queries about the application process, or to request the application pack in a different format, please contact info@islingtonmill.com

If you have specific queries about the role please email: maurice.carlin@islingtonmill.com

To ensure fairness to all applicants, any decision to shortlist you for interview will be based solely upon the information you supply in your application. We cannot take into account in the selection process any previous knowledge we may have of you. Please note that we will not refer to your CV for the purposes of shortlisting, so please ensure that everything you wish us to consider is within your application form.

To apply, please complete and return to Islington Mill by the closing date (see above):

- General Manager Application Form
- Equal Opportunities Monitoring Form
- CV
- If relevant, a Guaranteed Interview Form.

Contact us if, for reasons of disability you wish to respond in an alternative format.

Please note that stand-alone CVs cannot be considered.

Data Protection Act, 1998

Information provided by you as part of your application will be used in the recruitment process only – data will be held securely with access restricted to those involved in the process. Once this process is complete, data relating to unsuccessful applicants will be stored for a max. of 12 months and then destroyed. If you are the successful candidate, your application will be retained and form the basis of your personal record.

Information provided by you in the Equal Opportunities form will be used to monitor Islington Mill's diversity policies and practices. By submitting your completed application you are giving consent to your data being stored and processed for the purpose of the recruitment process, equal opportunities monitoring and your personal record if you are the successful candidate.

Thank you for your interest in working for Islington Mill.

Contact details

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Salford
Greater Manchester, M3 5HW

0161 278 6404

www.islingtonmill.com



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**ARTS COUNCIL
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