

Job Application Pack – Business and Finance Administrator

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Introduction

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

Building on 20 years of experience as a cultural catalyst and home for imaginative freedom IMAC has now established 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 will shortly begin 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 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 creative and disruptive force for inclusivity, and for cultural and social change.

Further to this we are about to launch a Creative Enterprise Support Programme, the programme will support new and established creative and cultural businesses to build business confidence and aspirations, supporting their growth and development for the future.

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

A full job description is enclosed, but we will consider alternative approaches from interested candidates.

To apply, please complete the application form and return it, along with your CV and a completed Equal Opportunities form, by **11th January 2021 12pm**.

Please email your documents to Jo Byrne at: info@islingtonmill.com

If you would like further information before submitting an application, you can contact Jo or Stef on info@islingtonmill.com. Please keep in mind that our office is closed between 18th December and 4th January.



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Islington Mill Mission

Islington Mill provides brave spaces for artists, creatives and Salford's local community to nurture creativity and ambition.

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, 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 2019/2022

- 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 are increased, and greater engagement with the local community is supported by capital renovations and new creative programmes.



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Job Description

Job Title:	Business and Finance Administrator
Hours:	37.5 per week
Salary:	£20,000 to £23,000 per annum (dependent upon experience)
Purpose:	To provide high quality and effective business support and finance administration, specifically throughout the Capital and Creative Enterprise Support Programmes.
Directly responsible to:	Business Manager

Duties and Responsibilities:

- Administration of enrolment and registration of participants onto a range of recording systems in an accurate and efficient manner.
- To undertake all financial administration required to sustain the everyday operations of Islington Mill Arts Club CIC.
- To lead on data protection, regularly reviewing, holding internal audits, and maintaining our high data protection standards.
- To undertake internal audits and compliance checks in relation to funded programmes.
- To support management reporting and data collation process.
- To assist with summarising data provided within evaluations and feedback.
- To provide high quality administrative support to the team.
- To contribute to effective record keeping and communication including diary and filing systems.
- To work in a flexible manner and as part of a team.
- To contribute to the smooth running of the organisation and the building by maintaining appropriate systems.



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- To contribute to publicity and awareness raising events as directed by the management team.
- This job description is not exhaustive, additional duties and responsibilities may be required as the role develops.

Person Specification

- Willingness to learn and develop new skills and to undertake training and qualifications as part of the job role.
- Confident in a range of IT skills particularly advanced in Microsoft Office including word processing; databases, spreadsheets, and experience of ICT networks and willingness to develop these skills further.
- Experience of working with databases to record, track and monitor client information is desirable.
- Experience of working with Xero and other financial software packages.
- Experience and knowledge of GDPR and the work this entails to maintain high standards.
- Possess good communication skills and phone manner.
- The ability to work systematically with attention to detail.
- Possess good organisational skills to ensure effective time management.
- Ability to meet deadlines.
- Ability to act on own initiative and operate effectively as part of a team.
- Ability to respond effectively and efficiently within a busy and changing environment.
- To work flexibly including evenings and weekends.



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Summary of Terms

Contract: Fixed Term – 3 years

Salary range: £20,000 to £23,000 (pro rata) subject to experience.

Notice period: Two months.

Probationary period: Six months, with one-month 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 deadline for receipt of applications is **12pm on 11th January 2021**.

You will be notified whether you have been shortlisted for interview via email and interviews will be held the week commencing 18th January 2021 via Zoom.

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 Jo Byrne. Please note that our office is closed between the 18th December and 4th January.

If you have specific queries about the role please email info@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.

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

- 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.

This post is funded by European Regional Development Fund.



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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

Islington Mill
1 James Street
Salford
Greater Manchester, M3 5HW

0161 278 6404

www.islingtonmill.com

Islington Mill Arts Club, Registered in England (No 06668777)
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