

Job Description

Company Manager



Reports to: Director

Line Management of: Finance Administrator, Project Officer(s),
Freelance Staff &

With Director: Head of Projects, Head of Reach

Salary Range: £32,000 per annum

Hours: 37 hrs per week

Contract: contract to Mar 2022 with potential to extend

Overview

The Company Manager will work in close collaboration with the Director to develop and shape the future direction of the company.

Main Duties

Strategic Planning

In collaboration with the Director and the board; develop business and strategic plans, seek out opportunities, review operational structures to ensure fit for purpose.

Develop business models and strategic plan, options for programme delivery, company structure and financing.

Partnership Development/Advocacy

Foster, advocate, network, maintain excellent partnerships with local government, arts organisations, businesses, strategic organisations etc. Present EAs work at conferences, meetings etc. Chair and lead meetings.

Job Description

Company Manager



Fundraising/Stakeholder/Funder Management

Oversee monitoring and data collection

Undertake all reporting to Arts Council England and other funders

In collaboration with Director bid writing including ACE NPO application.

Raising business sponsorship, managing and developing corporate partners

Project Oversight

This post will oversee the delivery of EA projects.

Finance

Oversee company financial management. Line manage Finance Administrator and freelance accountant.

Present monthly management accounts to Treasurer.

Forecast and manage company and project budgets, liaising with Project Manager(s).

Provide relevant information and liaise with company accountants to complete year end audit, including Trustee report, filing to Charity Commission and Companies House.

HR

Oversee HR function of Eden Arts, getting external advice where appropriate.

Recruitment, writing and issuing of contracts, ensuring staff have regular appraisals, induction of new staff.

Governance

Service the Board: Scheduling of meetings, induction of new board members, prepare agendas, minutes, activity, evaluation and monitoring reports, arrange/develop away days.

Present financial information and activity to the board.

Job Description

Company Manager



Ensure all policies are up to date

Key Projects

The #66

From 2021 onwards EA will be developing this major strategic initiative and seeking major investment to support its vision, aims and actions.

[Click here to read the Executive Summary and the Vision document](#)

Cine North

A key project for EA that enables communities to run cinema events in their local community venue. The project runs across Cumbria, Lancashire, Yorkshire and Tees Valley.

Go to <https://www.edenarts.co.uk/projects/cine-north> for more info

Winter Droving

Ensuring the Winter Droving can be a major sustainable festival that responds, excites, challenges its audiences and its place.

Future Programmes

We are interested in -

- developing digital elements in our work including exploring the possibilities of AR and VR.
- meanwhile use space and the potential of art and cultural actions to transform high streets and contribute to the remodelling of the high street and COVID recovery.
- Diversity and inclusion - how can we ensure that our work and actions challenges and calls out racism, gives a platform and opportunity to people who face exclusion or are under-represented in art and culture, is representative and relevant to the audiences we serve?
- Climate change and sustainability - what radical actions can we make to ensure our work is sustainable and helps

Job Description

Company Manager



to educate, inspire and challenge around environmental issues?

How to Apply

Please complete the application form (link below) and attach your CV detailing your employment history, education, qualifications and training along with the Equal Opportunities form.

[Click here for the Application Form](#)

For an informal chat with the Director, Adrian Lochhead about the role please email bryoney@edenarts.co.uk who will set up a mutually convenient time.

Deadline for Application: Midnight Sunday 16th May 2021.

1st stage interviews will take place on Thursday 20th May or Friday 21st May 2021 on Zoom.

You may be invited to attend a second interview which will take place the week of Monday 31st May 2021 at Eden Arts base in a socially distanced environment.