



## Magic Me General Manager Job Pack 2019

*“Magic Me uses the arts to bring different generations together to spark ideas and build better, closer communities. Their range of inventive work challenges stigma, crosses social and cultural divides and celebrates human connections.”*

Nomination for the 2017 Liberty Human Rights Arts Award

### WHO WE ARE:

Magic Me’s mission is to bring together younger and older people in our community, for mutual benefit, learning and enjoyment. We do this primarily through high-quality arts projects, where people of different generations learn together and from one another.

Magic Me arts projects challenge people to stretch themselves and what they think they can do and be. Working with highly skilled and experienced artists, they learn new skills, share their ideas and feelings, and become comfortable collaborating with people who are different in age, ethnicity or life experience.

All our activities are run in partnership with other organisations, large and small. We have delivered hundreds of projects with thousands of people in schools, care homes, galleries, museums, open spaces and community centres. We are a learning organisation - time for participants, artists and staff to reflect on their progress is integral to our approach.

### OUR WORK:

Last year we worked with 1056 older and younger people with 423 volunteers. Current projects include: **Arts & Ages** and **Quality Street** which link school pupils with older people using different art forms such as storytelling and singing. Older people living alone gain a new sense of purpose, encouraging better well-being. Children gain new skills and social confidence. **Cocktails in Care Homes** connects’ isolated care home residents with adult volunteers at monthly evening parties. Parties include music, drinks, nibbles and party themes. They provide regular visitors, fresh conversation and connections with life beyond the care home.

For more information on all our work and projects past and present please visit the “our work” section of our website [www.magicme.co.uk](http://www.magicme.co.uk)



#### **A NOTE FROM OUR OUTGOING GENERAL MANAGER:**

"I have thoroughly enjoyed my time as General Manager at Magic Me. It has been a privilege to work with such a wonderful and committed team.

There are two things that stand out for me with this role –

1. The variety: no two days are the same; whether that is working through the management accounts or devising a strategy to ensure all voices within Magic Me's wider team are heard.
2. The opportunity to work flexibly and spread my hours over the week. For me this worked best over three full days, but it could just have easily been over four or five days to fit in with my lifestyle.

"I'm confident that the next General Manager at Magic Me will have a positive and rewarding experience."



## JOB DESCRIPTION AND RESPONSIBILITIES

### **Job Purpose:**

To lead and manage Magic Me's operational and financial systems, to enable our team of staff and freelancers to efficiently deliver our programme, and provide great service to our participants and partners.

### **Areas of responsibility:**

#### **Operations:**

- Work with the Director and Programme Director to shape, implement and deliver Magic Me's strategy and vision
- Manage an efficient and effective office base and operational systems, to support colleagues in running practical arts projects and events
- Lead HR for the organisation including: recruitment, vetting, contracting and inducting staff and freelancers. Have oversight for traineeships and placements. Work with specialists and sector bodies to keep up-to-date with employment law and practice
- Be responsible for the office including: dealing with the landlord; organising insurance; overseeing health and safety; and managing the phones and IT equipment; contracting with suppliers, partners and clients as appropriate
- Work with colleagues on all aspects of event planning and delivery
- Work with external IT support suppliers to manage IT systems including overseeing backups, security and software updates, and troubleshooting
- Oversee the recording and reporting of monitoring and impact information; managing the monitoring database (Upshot)
- Delegate work to the Project Coordinators, Fundraising Coordinator and relevant volunteers and manage their delivery of it

#### **Financial :**

- Undertake regular financial administration including: monthly payroll; on-line book keeping using Xero; BACS payments to pay bills; creating and chasing-up invoices; bank reconciliations; running a petty cash system; depositing cash or cheques; and liaising regularly with our accountants r.e. quarterly management accounts and with our auditor regarding the annual audit
- Create financial reports on projects or grants, and work with colleagues to submit reports to funders and supporters
- Developing processes and systems to support financial reporting
- Support budget holders with budgeting and forecasting and their use of Xero



## **Governance:**

- Work with the Director, to support good governance: organising Trustees' meetings and papers
- Act as Company Secretary for Magic Me, filing returns to relevant authorities; keeping up-to-date with relevant charity and company law
- Lead the planning for the Annual General Meeting
- Co-ordinate the activities of Board Sub-Committees
- Ensure the maintenance of an up-to-date Risk Register for Magic Me, and the Business Recovery Plan. Oversee the management of Risks relating to the core organisation
- With the Programme Director, review and revise Magic Me Policies and Procedures (for example Safeguarding Children, Health and Safety) to ensure that appropriate risk assessments, agreements with partners and contracts are in place

## **Core competencies of all staff:**

- Spot changing patterns of activity, and issues with project delivery and work with other staff and freelancers to create better systems and ways of working
- Work closely with other Magic Me staff, Trustees, artists and volunteers to provide an efficient, appropriate and high quality service to our participants
- Work in accordance with Magic Me Policies and Practices including those relating to Health and Safety, Safeguarding Children and Vulnerable Adults, Equal Opportunities
- To undertake, from time to time, other tasks which may be reasonably required of you



## PERSON SPECIFICATION

### The person we are looking for will be:

A great communicator, whether reassuring an older participant about transport arrangements, reporting to the board or negotiating best prices for our insurance

Able to demonstrate tact, diplomacy and the ability to deal appropriately with confidential information

Collaborative, flexible and interested in finding new ways of doing things in order to best support a changing programme and new initiatives

Numerate, confident with money, figures and budgets, and organising data, able to design, create and use Excel spreadsheets and reports

Highly skilled in organising a diverse workload with a keen eye for detail, keeping multiple projects on track and delivered on time

Able to demonstrate commitment to inclusion and an understanding and proven experience of working within a culturally diverse community

Confident with IT and able to find ways to streamline processes and systems using IT. (We use Microsoft Office, Xero, the monitoring database Upshot and various social media platforms.)

### And have experience of:

Using and managing databases

HR in a small organisation

Financial administration including: raising and chasing invoices; on-line business banking; and liaising with finance professionals e.g accountant

### Ideally you would also:

Have experience of running payroll and dealing with the HMRC

Have knowledge of the legal framework for charities

Have worked for a small charitable organisation



## TERMS AND CONDITIONS

**Location:** Based at the Magic Me office in Bethnal Green, E2. Occasional travel locally and around London will be part of the role and travel costs incurred on behalf of Magic Me will be covered, but not travel to and from home.

**Hours:** This is a permanent role at 21 hours a week. These hours could be worked over 3 full days or spread out through the week. Staff select and agree with their line manager start and finish times that meet Magic Me needs and suit their own lives eg. 9.30 to 5.30 or 8.30 to 4.30. This role may on rare occasions require some evening work, attending events or performances. Overtime is not possible, but Time Off In Lieu may be taken.

**Salary:** £30,000 - £32,000 per annum pro rata, depending on experience and skills.

**Reporting to:** Director      **Probationary period:** 3 months      **Notice period:** 3 months

**Annual leave:** 15 days per year plus 3/5<sup>th</sup> of statutory holidays. (Pro rata allocation, based on standard allowance of 25 days per year plus statutory holidays.) The Magic Me office is closed between Christmas Eve and 2 January (or the next day depending on public holidays); this time off is provided over and above statutory holiday provision.

**Pension:** All employees are automatically enrolled in our workplace pension with the People's Pension. Full details will be sent following the employee's first salary payment.

**DBS requirement:** The post-holder will be in contact with vulnerable adults and children, therefore appointment to this post is subject to an up-to-date, satisfactory, enhanced DBS check with a check against the barred lists for both adults and children.

**Employment requirement:** The post-holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this.

## HOW TO APPLY

Please download and complete the **Magic Me Application Form** and the **Personal Details Cover Sheet** and the **Applicant Monitoring Form**. Please ensure you follow the directions on the forms carefully so your application can be processed fairly and anonymously. (If you have any trouble accessing these documents, please ring Magic Me on 020 3222 6064). NB We cannot accept CVs.

**Deadline for applications:** Send your completed forms to [recruitment@magicme.co.uk](mailto:recruitment@magicme.co.uk) by 9am on Monday 4 November 2019. We will not be able to consider applications received after this deadline. Interviews will be held on Thursday 14 November 2019

**Further information:** If you would like to discuss this role further before you make an application, please contact Susan Langford at the Magic Me office on 0203 222 6064.



**“I never ever, ever, ever believed I could stand up there and do it. At one point you stand there and wonder where the confidence has come from”**

Participant on Decorum March 2017

## **DIVERSITY AND INCLUSION**

At the heart of Magic Me is the basic understanding that all people are individuals, with a capacity for growth and change at whatever point they are in their lives. We work to challenge notions of ‘normal’ which categorise us by, for example, age, gender, ethnicity, disability, sexuality or physical appearance. Magic Me believes that everyone is an expert in their own lives; we each have the insider knowledge and solutions to make our communities work better.

As an organisation we are committed to the principles of equal opportunity for all because Magic Me:

- believes that striving for equality of access and opportunity is right and natural justice.
- believes that welcoming and increasing real diversity of people across our organisation and programme will:
  - enrich and improve the experience of our participants, our workforce, our audiences and our community.
  - challenge and enrich our artistic practice, our intergenerational practice and the outcomes of our projects
- recognises its legal requirements to do so.

We want our workforce to be truly representative of both society and our participants, and for each employee to feel respected and able to give their best. We are also committed to combatting unlawful discrimination of participants or the public.

Magic Me meets its statutory obligations and therefore this policy reflects the provisions of current legislation relating to the protected characteristics age, sex, race (be it colour, race, nationality or national origin), sexual orientation, disability, gender or gender reassignment, pregnancy and maternity, marriage or civil partnership and religion or belief.

Magic Me is also committed to equality of opportunity for people not protected specifically by law, but who can experience discrimination. This includes, for example, people who belong to a trade union or are refugees

**We welcome and encourage applications from people from all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, as staff from these groups are currently under represented within our team.**

***“Magic Me are a shining example of the relational approach”***

David McDonagh, Flourishing Lives