



Application Pack General Manager

Job title: General Manager

28 hours a week, £28,000 - £30,400 (£35 - £38,000 pro-rata)

Application Deadline: 9am on Monday 15th November

Start date: as soon as possible

Detailed within this pack

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1. About this role

Magic Me is the UK's leading provider of intergenerational arts activities, working with young and older people, including care home residents, some of those most impacted by covid.

The arts have a vital role to play in post-pandemic community building, so this is a crucial and exciting time in Magic Me's development.

As our new General Manager, you will be the chief steward of Magic Me's overall organizational health. A key member of the Senior Leadership Team, alongside the Director and Programme Director, you will help shape and deliver the organization's strategy and vision. Reporting to the Director, you will be responsible for the financial, HR and operational systems of Magic Me and co-lead the implementation of our Anti-Racism Action Plan. Your work will enable our team of staff and artists to design and deliver high-quality, innovative arts programmes. This delivers to communities of participants and partners across London and Essex.

2. Job Description: who we are looking for

People responsibilities

- Lead HR for the organisation including: recruitment, vetting, contracting and inducting staff and freelancers.
- Develop and manage Magic Me's People Plan for staff, artists, volunteers and trustees.
- Drive Magic Me's strategy and plan on special projects, including our Anti-Racism Action Plan work stream.
- Keep up-to-date with UK employment law and current best practice for working with freelance artists, developing relationships with partners and individuals.
- Lead on the writing and updating of relevant Policy and Procedures, including legal requirements around Health and Safety, Safeguarding of Children and Vulnerable Adults, Employment, Equality Diversity and Inclusion, Employment, and oversee systems to ensure procedures are followed and reviewed.
- Deputy Safeguarding Lead for Children and Adults.

Operational Systems

- Be responsible for the Magic Me work space / office including: dealing with the landlord; organising insurance; overseeing health and safety; managing phones and IT equipment, contracting with suppliers, partners and clients as appropriate.
- 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 and programme, ensuring that appropriate Risk Assessment and management processes are in place and are used.
- Oversee the collection of information, data and contact details in relation to Magic Me activities and ensure its appropriate storage. Act as named GDPR Data protection officer.

- Ensure that monitoring and impact data is collected and filed in a way which makes it accurate and useful to inform the project evaluation, planning and fundraising.
- Work with external IT support suppliers to manage IT systems including overseeing backups, security and software updates, troubleshooting any problems.

Financial responsibilities

- Act as the steward of Magic Me's resources on a day-to-day basis, including supporting budgetholder colleagues to understand and manage Magic Me's finances.
- Lead the process of creating the annual budget and strategic three year budgets.
- Commission and work with our external accountants, Godfrey Wilson, to provide staff and trustees with the financial information they need for good decision making and planning, including the management accounts, annual audited accounts, processes and templates.
- Manage and work with the freelance bookkeeper and undertake financial administration.
- Create financial reports on projects or grants, and work with colleagues to submit reports to funders and supporters.
- Demonstrate commercial awareness, keeping abreast of activities within the arts and charity sector.

Governance

- Work with the Director to support good governance: managing the calendar of Board and Sub-Committee meetings, setting agendas, preparing papers and taking minutes.
- Liaise with the Treasurer and Finance Audit & Risk Sub-Committee to review budgets and financial reports; liaise with the HR Sub-Committee.
- Keep up-to-date with relevant charity and company law and the Code of Governance for Small Charities; file relevant reports.

3. Person Specification

Essential

- A passion for the work of Magic Me, the power of the arts within community building, and for challenging ageism.
- Able to demonstrate a genuine commitment to inclusion and an understanding and proven experience of working within a culturally diverse community.
- Experience of financial admin and management for charities including: creation of management accounts; liaising with finance professionals e.g. external accountant and dealing with HMRC.
- Confident with all things financial and able to navigate, create and enjoy budgets.
- A proactive mindset with a view to optimizing current systems, and an interest in own ongoing learning and development.
- Ability to create, interrogate, organize and present data using various IT packages including Microsoft Office, Xero, the monitoring database Upshot. A willingness to undertake training if required.
- Demonstrable experience within general management.
- Collaborative, flexible and highly skilled in organising a diverse workload, with a keen eye for detail, keeping multiple projects on track and delivered on time.
- Excellent communication skills to connect and engage the whole Magic Me team, its stakeholders, participants and the wider community.
- Ability to demonstrate tact, diplomacy and to deal appropriately with confidential information.

4. Additional details about the role

We welcome and encourage applications from candidates from Asian, Black and other minoritised ethnic communities and from Deaf and disabled candidates.

As General Manager, you would play a crucial leadership role in ensuring that addressing structural racism, ageism and ableism are at the heart of Magic Me and everything we do.

Here is a link to: 'Our Commitment to becoming an Anti-Racist Organisation' [here](#).

This is a senior management role and would allow you to have a real impact on our organizational strategy. Strong candidates will have a willingness to accept the responsibility that comes with this leadership role and have a proactive approach to help identify where the charity might become even better.

Our board and staff are actively working on a new anti-racism strategy. We believe by improving the diversity and Deaf and disabled people's inclusion within our organisation and our leadership, we will improve the quality of our work. We recognise that our current staff team does not reflect the culturally diverse communities we serve and are actively seeking to improve this.

5. What to do if you need any adjustments to the application process to meet your Deaf or disability access needs

We encourage Deaf or disabled candidates to tell us about their access needs. This could be at any stage during the application process, or at any point once in post. This is so we can do our best to be inclusive of you and make any adjustments needed. If you would like to get in contact with us about this, please contact:

Susan Langford, Director

Email address: recruitment@magicme.co.uk

Phone number: 020 3222 6064

Text messages: 07902 955531

Please do not hesitate to let us know about any access needs you might have, so we can find workable solutions together.

6. Working at Magic Me

Magic Me is a small organisation with 7 staff roles and a pool of 15 freelance artists with whom we work regularly.

Location: Remote and Office based

After working from home since March 2020, Magic Me staff are now returning to some in-office working at our new base, in Bethnal Green, E2. We anticipate that a mix of remote and office based work will continue and will agree a pattern of work with the successful candidate. Magic Me provides laptops and mobile phones to staff to facilitate home working and will do so for this role as needed. Occasional evening work will be required for Board and Committee meetings.

Our new ground floor office space is rented from the United Reformed Church, in Pott Street, Bethnal Green, E2. This role will involve regular meetings either in person or via video calls. It will require communication via phone/video, email and in person and using a computer for the majority of the working day. This office space has ramped access from the street and has a wheelchair accessible toilet. We can arrange a visit to the premises if you would like to check how accessible it might be for you, before you apply or if you are offered an interview.

Annual leave and other entitlements

This role benefits from 25 days annual leave, plus eight Bank Holiday leave days, plus three days leave during Magic Me's winter closure between the Boxing Day and New Year Bank holidays.

We offer a People's Pension scheme, with 3% employer's contribution.

Contract 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.

7. **What's next?** How to apply and timeline of next steps

How to apply

To ensure the shortlisting process is anonymous and fair, please do not include your name on your CV or covering letter. Instead, please include this information in a 'Personal Details' page. This means that the selection panel cannot see your Personal Details or Applicant Monitoring Information when shortlisting applications.

Please complete and submit:

1. An anonymised CV (2 pages A4 maximum)
2. An anonymised covering letter, referring to the above Person Specification and Role Description. This should tell us why you would like to work with us and the relevant skills and experience you would bring to the role. Please also include your potential start date. (2 pages max, using a 12pt minimum font size, in sans serif font)
3. Your personal details on a separate page. This should include your full name, all relevant contact details and your preferred method of communication with us during the application process.
4. A completed Applicant Monitoring Information form

Deadline for applications: Send your application to recruitment@magicme.co.uk by

9am on Monday 15th November. We will not be able to consider applications received after this deadline.

Recruitment timeline

Wednesday 20th October Adverts out and recruitment starts.

Monday 15th November Deadline for applications.

Tuesday 16th November Shortlisting and candidates notified.

Monday 22nd and Tuesday 23rd November

First Interviews via Zoom

Second interviews may be scheduled

Start Date As soon as possible.

8. About Magic Me. Where we are now.

Based in Tower Hamlets, Magic Me brings generations together for mutual benefit, learning and enjoyment. Magic Me's pioneering arts projects challenge young and older 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 grow in confidence, collaborating with people who are different in age, ethnicity or life experience.

Since March 2020, Magic Me has continued to deliver as much as possible, but differently, designing and testing new ways of working remotely by phone, post and online. The pandemic has exacerbated issues which already impacted younger and older east Londoners: social isolation, an overstretched care system, racial injustice, digital poverty.

Intergenerational arts activities have a vital role to play in post-pandemic community rebuilding, helping people to reconnect, relax, hope and enjoy shared experiences.

This summer, supported by a Cultural Recovery grant from Arts Council England, we have reviewed our future strategy and programme, and taken steps to prepare Magic Me for a new phase. These include the creation of an Anti-Racism Action Plan, the recruitment of five new Trustees to our Board and the opening of a new office base in Bethnal Green, E2.

The General Manager will continue these developments, working with our Programme Director to review our People Plan: how we work with freelance artists and staff, what we offer and our expectations.

Magic Me

October 2021