



General Manager

Application Pack
2023



Thank you for your interest in the role of General Manager at The Javaad Alipoor Company.

This pack contains:

- Information about the company
- How to apply
- Job description
- Summary of terms

If you would like this document in a different format, please contact recruitment@javaadalipoor.co.uk.

ABOUT THE JAVAAD ALIPOOR COMPANY

The Javaad Alipoor Company creates powerful multi-platform theatre that explores the intersection of politics and technology in the contemporary world.

Established in 2017 and founded by Javaad Alipoor – a British-Iranian, Manchester-based, and Bradford-built artist and writer – we are committed to making new work with diverse artists for diverse audiences and communities.

Our work is rooted in international collaboration and contemporary politics. We work across disciplines with a portfolio that includes theatre, podcasts, digital performance, research, analysis, dramaturgy, and new writing.

We recommend you read the [company's manifesto](#) to get a sense of our work:

The Javaad Alipoor Company is led by Artistic Director, Javaad Alipoor, and Executive Producer, Fenella Dawnay. The Javaad Alipoor Company is the trading name of Northern Lines, a Charitable Incorporated Organisation (CIO) based in Manchester.

DIVERSITY & INCLUSION

As a company lead by a British-Iranian, Manchester-based and Bradford-built Director, we are passionate about diversity, and we are committed to building a team that fairly represents our audiences and collaborators at this crucial moment in the company's development.

We know that diverse groups of people make better decisions. We would particularly like to encourage applicants from black, Asian and minority ethnic backgrounds and disabled people to apply for this role.

If you are from an ethnic background underrepresented in our sector or have a disability and can demonstrate you meet the essential criteria, we can guarantee you will be invited for interview.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

HOW TO APPLY

If you wish to apply for the position, please provide the following information by **10am, Tuesday 4th July 2023**:

- A comprehensive CV detailing your education & previous, relevant work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form. Completion of the form is optional and will be kept separate from your application. It will not be seen by the recruitment panel or form any part of the assessment of your application. Any information you provide on this form will only be used by The Javaad Alipoor Company to better understand our reach and help improve future recruitment.

Applicants should also provide contact details for two references; we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'General Manager' in the subject line to recruitment@javaadalipoor.co.uk.

RECRUITMENT TIMELINE

Application Deadline: **10am, Tuesday 4th July 2023**

Interviews

First round: **w/c 10th July 2023**

Second round: **w/c 17th July 2023**

Contract commences: As soon as possible.

EQUAL OPPORTUNITIES

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

The Javaad Alipoor Company strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. The Javaad Alipoor Company welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts. Flexible working is considered for the right candidate.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.



JOB DESCRIPTION

ROLE SUMMARY

Responsible to: **Executive Producer**

Responsible for: **Administrator**

The General Manager is a crucial member of the core team at the Javaad Alipoor Company (JAC), managing day-to-day operations and supporting the company for 2023 – 2026 at an exciting time of growth as we join the Arts Council as a National Portfolio Organisation (NPO) in 2023.

Working closely with the Executive Producer, The General Manager is responsible for ensuring the smooth running of the organisation's operations, including financial management, office and HR management and processes, reporting, evaluation, and contracts.

They will support the Executive Producer with income generation activities and lead on NPO reporting.

KEY RESPONSIBILITIES

- Manage and maintain all aspects of the smooth running of the office, including the design and implementation of effective office systems and procedures.
- To be accountable for all aspects of the people life cycle for staff and freelancers: including HR policies and procedures, recruitment, induction, and training, pastoral support, and care.
- Design and implement all organisational policies and procedures and oversee staff training.
- Manage and maintain the company's end to end financial processes including management accounts, budgeting, payroll, bookkeeping, bank reconciliation and VAT returns.
- Lead on reporting for all aspects of JAC, including the NPO annual report, sustainability, and audience evaluation.
- Work with the team to identify opportunities for fundraising and income generation strategies, including support for bid writing.
- Support cultivating and managing relationships with a range of stakeholders and partners that may not be project specific but company relevant.
- Undertake any additional tasks as may be required by the Artistic Director and Executive Producer.

PERSON SPECIFICATION

You will be passionate about theatre and committed to diversity, inclusion, and access with demonstrable experience in managing HR systems and processes.

You will be a motivational team leader, supporting team welfare and ensuring staff wellbeing.

You will have a rigorous understanding of arts and culture funding reporting and evaluation processes.

Skills & Attributes

- Do you have a good understanding of the UK theatre industry, and a passion for live theatre?
- Are you self-motivated, proactive, and rigorous in your attention to detail?
- Are you committed to diversity and inclusion?
- Do you have proven ability to work independently or with people from a wide variety of backgrounds, creating accessible workplaces and projects?
- Do you have excellent organisational and administrative skills?

- Are you able to adapt and respond to changing circumstances and work through problems methodically & practically?
- Do you have excellent time management skills and ability to manage workload effectively?
- Do you have a positive, approachable, can-do attitude with the ability to be flexible and adaptable?
- Do you have excellent and confident communication skills?

Knowledge & Experience

Essential

- Minimum five years of General Management experience.
- Experience of working with various financial systems and processes.
- Experience of reporting to multiple and complex income sources.
- Experience of managing multi-year company budgets of £250,000+.
- In depth understanding of HR and safeguarding best practice and protocol.
- Proven ability to deal with multiple work-streams with a range of deadlines.
- Knowledge of Employment, Freelance and Procurement Contracts and current contractual legislation.
- Excellent understanding of widely used financial software including, for example, QuickBooks or Xero.
- Experience of effective line management and pastoral care.
- High digital literacy, with a good working knowledge of Microsoft Office packages and Google Drive.
- Commitment to Equality, Diversity, and Inclusion.

Desirable

- Experience of Arts Council NPO reporting.
- Experience of working on projects with diverse community groups.
- Experience of fundraising.
- Working knowledge of platforms such as Slack or Asana.
- Previous experience as safeguarding officer (or higher).

SUMMARY OF TERMS

SALARY:	£38,000 per annum (pro-rata)
CONTRACT:	3 days per week, permanent
ANNUAL LEAVE:	25 days holiday per annum pro rata + UK bank holidays. (Holiday year runs 1st April to 31st March).
PENSION:	3% employer contribution
WORKING HOURS:	Standard 24 hours (including lunch break) per week (usual office hours 10am-6pm). Due to the nature of the role, some evening or weekend work may be required.

PROBATION: Three months, during which either party may terminate the contract with four weeks' notice.

NOTICE PERIOD: Two months following the successful completion of the probation period.

PLACE OF WORK: This is a Manchester-based role.
