

**General Manger (maternity cover: 1<sup>st</sup> June – 31 December 2016)**

Job Description and Person Specification

Accountable to: **Artistic Director**

Period: **Part-time contract for 7 months from 1<sup>st</sup> June to 31 December 2016**

Conditions: **21 hours per week / 0.6 FTE / 3 days' a week**

Hours: **Flexible. Between Monday - Friday, 10am – 6pm. Some evening & weekends.**

Location: **Edinburgh**

Supervision of: **Temporary project staff, office staff, artists as required**

Salary: **£30,000 pro rata (actual £17,500)**

Holidays: **28 days per annum pro rata**

Responsibilities:

- Working with the Artistic Director and Board of Directors to manage the implementation of the business plan
- Processing payments and keeping accurate records of income and expenditure, including payroll, bank reconciliation, HMRC reports and payments
- Managing project budgets, producing quarterly management accounts and budget reports
- Managing all aspects of day-to-day company / office management, maintaining equipment and stationery and dealing with leases
- Working with the accountants to prepare year end accounts, reporting these to the Artistic Director and Board of Directors
- Ensuring annual accounts and the annual return are filed with Companies House on time
- Coordinating and ensuring timely reporting, and compliance with any conditions, of all grants, donations or other funding received
- Ensuring that company policies are shared with relevant people
- Managing communications & contributing to company & project marketing plans as appropriate
- Making fundraising applications for grants that support Community Interest Companies
- Fundraising and maintaining relationships with funders
- Sourcing opportunities, initiatives and funding for the company's work

**Personal specification**

Essential:

- 3+ years general management experience in a small organisation
- Knowledge and or experience of statutory requirements for small organisations and/or CICs incl. liaising with HMRC Corporation Tax, and PAYE departments
- Excellent planning, project and administrative skills with great attention to detail
- Excellent interpersonal, verbal and written communication skills
- Experience of financial & budget management as well as producing quarterly management accounts
- Experience of financial record keeping, running payroll and reporting on project budgets
- Experience of fundraising, working with funders and grant acquittals / project reporting
- The ability to work both closely as a team and be self-motivated

Desirable:

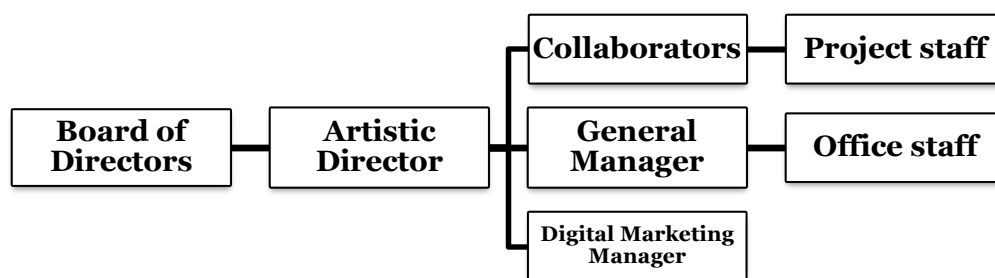
- Value people and experience in working with a range of people
- Enthusiasm for the arts in particular dance, equalities and social inclusion

**How to apply**

Please send a CV and a covering letter detailing why you would like to work with Janice Parker Projects and how you meet the person specification. Please email your application to [recruitment@janiceparker.co.uk](mailto:recruitment@janiceparker.co.uk) by 6pm on Monday 4 April. Interviews will be held in Edinburgh Monday 11 April.

# Janice Parker Projects

## Organisational structure



### About Janice Parker Projects

Janice Parker Projects (JPP) exists to explore and create new and experimental dance forms that develop and contribute to our experience and expectations of who can dance and what dance can be.

The core vision is to act as a resource and advocate for the development of diversity and inclusivity in dance and performance for audiences, artists, organizations and community performers.

Janice Parker, artistic director challenges the idea of a correct or right methodology for working with disabled people and community performers and believes “there is no one way or right way, there is only art, artists and people”.

Our core vision is based on the belief that everyone can and has the right to dance, that every individual can contribute to our dance ecology.

Our collaborative practice focuses on diversity as an aesthetic language. Taking all kinds of people beyond their own expectations - of themselves and of one another - Janice Parker calls this “the democracy of dance.”

Janice Parker’s practice advocates for collaborative and responsive approaches to creating art, where by people are central to her practice. Her work is constantly experimental. Movement vocabulary is drawn from participants’ natural and expressive movement and body-type rather than from pre-prescribed movement technique. Her aim is to develop capacity, skill, artistry and confidence in the individuals and groups that she works with, be they professional, first-time, disabled or non-disabled performers.

JPP also respond to the social, political and physical context in which the work or project sits. This level of collaboration and engagement fundamentally shapes and drives the work. The result is a process and product informed by and accessible to participants, communities, organizations and audiences. Our unique approach reviews and expands the ways in which all kinds of people can create, participate, experience and appreciate art.

Janice Parker Projects CIC is funded by Creative Scotland.

It is registered in Scotland No.SC481039

[www.janiceparker.co.uk](http://www.janiceparker.co.uk)



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