

## **mjf: Job Description**

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| <b>Title</b>             | <b>General Manager</b>  |
| <b>Hours</b>             | 2.5 days (17.5 hours) per-week  |
| <b>Salary</b>            | £34,000 pro-rata, 0.5 FTE (Actual Salary = £17,000)   |
| <b>Terms</b>             | Permanent Part-Time, subject to 6-month probationary review   |
| <b>Annual Leave</b>      | 30 Days pro-rata (including Bank Holidays)  |
| <b>Overtime</b>          | Overtime will not be paid; however, time off in lieu (TOIL) will be granted   |
| <b>Location</b>          | Hybrid office working with option to work some hours from home, with other onsite meetings  |
| <b>Registered office</b> | Manchester Jazz Festival, 151 Deansgate, Manchester M3 3WD  |
| <b>Reports to:</b>       | Chief Executive Officer/Artistic Director   |
| <b>Works with</b>        | CEO/Artistic Director, Producer & Partnerships Manager, Freelance Marketing staff, Festival & Programmes Assistant, Board of Trustees, Stakeholders |
| <b>Responsible for:</b>  | Festival & Programmes Assistant; interns & placements as appropriate  |

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### **Background**

manchester jazz festival is the city's longest running music festival and is an established part of Manchester's cultural heritage, staged over ten days in late May with hosting partners across the city. We connect diverse venues and landmark environments, champion northern artists performing new and original music, and commission ground-breaking new works and pioneering collaborations. mjf supports up and coming musicians, breeds new talent and launches careers with year-round artist development programmes. Through all of our work, we celebrate diversity, creativity and boundary-pushing innovation.

### **Purpose of the role**

The role of General Manager is a permanent part-time post within mjf senior management. It is a key position, working alongside and reporting directly to the CEO/Artistic Director, working together to envision mjf's primary creative outputs, and servicing the Board of Trustees. The primary responsibilities are assisting the Artistic Director with the visioning and delivery of the programme of work, business and financial planning and reporting, budget setting and management, cashflow management, HR, trust and foundation and public sector fundraising (in collaboration with the AD), grant reporting and general operations.

Key responsibilities in the short-term will be continuing plans for delivering mjf 23 and realising activity 2024-26, to be funded by a successful NPO bid.

Although the role requires a high degree of experience in business planning, financial analysis and reporting, no specific knowledge of jazz is required, and we would still encourage you to apply if you are interested in the role and believe you can bring the right skills, acumen and passion to mjf.

### **Working Arrangements**

The contract is offered on the above basis; we are however open to alternative comparable working arrangements for the right candidate. It is our preference that under normal working conditions, the postholder would work half a day for each consecutive working day of the week. Although our registered office sits within the Manchester Chamber of Commerce, mjf staff are

currently operating a hybrid of physical office meetings with options to work some hours from home.

**Main duties include (but are not limited to) the following:**

*Strategic planning, delivery and compliance*

- Lead on Business Planning for 2023 and beyond
- Ensure ACE's Investment Principles continue to be embedded within mjf's strategy and delivery
- Prepare and submit ACE payment documentation via the Grantium portal
- Continue to adapt mjf's business and fundraising model to be fit for purpose in the post-Covid 19 landscape going forward
- Ensure delivery of the Operational Plan
- Work with the Trustees to prepare board papers and ensure governance best practice
- Manage and ensure delivery of the organisation's EDI and Environmental Sustainability policies, including reporting to Julie's Bicycle
- Ensure that adequate insurance cover is in place
- Oversee and update all Health and Safety requirements and Policies and Procedures, ensuring that Risk Assessments are undertaken
- Attend local, regional and national strategic networks where necessary
- Prepare board meeting agendas and supporting papers, in collaboration with the Artistic Director
- Ensure accurate records are kept.

*Finance Planning*

- Set and manage the annual budget and regular cashflow forecasts
- Prepare and present detailed robust financial projections and analysis to the board
- Assess the financial viability and risk in mjf's activity plans and ensure that financial stability is not compromised at any time
- Make preparations for the Year-End Accounts
- Bring any financial risks to the attention of the board and SMT and present appropriate mitigation options
- Oversee financial transactions and ensure bookkeeping is accurate and compliant
- Develop and manage forecasts, P&Ls and checks & balances
- Work with Payroll company and Bookkeeper to ensure compliance with HMRC Employers Tax and NI liabilities, Pensions, Data Protection, Charities Commission and Companies House
- Be a signatory on mjf's bank account and Programme Administrator for mjf credit cards

*Fundraising and Development*

- In collaboration with the AD, lead on future ACE NPO bids
- In collaboration with the AD, identify and lead bids to key Trusts & Foundations and other public sector funders (e.g. MCC and GMCA)
- Report on successful bids and ensure funding conditions are met, including the ACE Annual Data Survey
- Lead on fundraising strategy, ensuring long-term organisational financial sustainability

*HR and Partnerships*

- Line-manage the Festival & Programmes Assistant and any placements as appropriate
- Oversee HR and staff welfare matters (personnel contracts, induction process, disciplinary and grievance procedures, training needs, appraisals, one to one meetings, probationary reviews and exit interviews) and accompanying policies
- Act as lead contact for mjf's founder membership of *Black Lives in Music*
- Sign off external partner contracts and take legal advice as appropriate
- Draft partnership agreements as required

*General Responsibilities*

- To act as an active advocate of mjf in public and towards audiences, funders and media, ensuring good PR and external relationships wherever they occur
- To maintain positive ongoing relationships with trustees and utilise their skills accordingly
- To seek and explore development opportunities
- To ensure that materials produced are accurate and of a high standard before release
- To comply with mjf's EDI and Environmental Sustainability policies

- To remain aware of and up to date with mjf's obligations as a charity
  - To meet all ethical codes of the organisation
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## **Person Specification**

### *Essential skills and qualities*

- Extensive experience in budgeting, cashflow, financial reporting and Xero software
- General, operational and business management
- Excellent HR skills
- Excellent knowledge of the arts funding system
- Solid pitching, bid writing and report writing skills
- Critical understanding of the not-for-profit, funded arts and culture sector
- Excellent organisational skills and attention to detail
- Strong business planning skills
- Evidence of successful cultivation of donors
- Evidence of diplomacy, confidentiality and personal integrity
- Flexibility to work evenings and weekends, including long and unsociable hours
- Solid IT skills (including MS Office)
- Good copywriting and proofreading skills
- Readiness to contribute to other jobs as required
- Thorough yet balanced approach to managing artistic and business risk
- Ability to prioritise workload, work under pressure and to tight deadlines
- Ability to work within a small team in an autonomous and cooperative manner
- Ability to deal with a wide range of people in a confident and friendly manner

### *Desirable skills and experience*

- Experience of live music promotion and/or the wider arts
  - Strong interest in contemporary music
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## **Key dates**

Deadline to apply: **12 noon, 5<sup>th</sup> August 2022**

Interviews: **10<sup>th</sup> and 12<sup>th</sup> August 2022, in person at our Central Manchester office**

Start date: **3<sup>rd</sup> October 2022 or sooner, if available**

## **How to apply**

If you would like to apply, please email Steve Mead, CEO/AD at [steve@manchesterjazz.com](mailto:steve@manchesterjazz.com) putting 'General Manager\_Your Name' 'in the subject line. You will then receive details of an online form you'll need to complete, asking about your experience and motivation to take on the role. CVs and letters of application won't be accepted.

Upon the offer of a job appointment, you will be asked to provide two referees whom we may consult.

## **Equality, Diversity & Inclusion**

mjf's festival stages, artist development programmes, board and volunteer workforce are positive, inclusive environments and celebrate the diversity of our population. However, disabled people and people of colour are underrepresented in our team, so we particularly encourage applications from people from those backgrounds.