

Operations & Resource Lead Job Pack

Application Deadline 09.01.24

**Contents and Process**

Thank you for your interest in the role of Operations & Resources Lead with Company of Others.

This job pack includes:

* Information about Company of Others and the role of Operations & Resources Lead
* A job description
* A person specification

Application Requirements:

* A covering letter (no more than 3 sides of A4) detailing your interest in the role and how your experience and skills will meet the requirements of the post as outlined in Key Responsibilities and Person Specification in this job pack
* A CV including 2 referees
* A completed equal opportunities monitoring form via the link on the Work With Us page of our website
* Confirmation of right to work in the UK

Please submit your application by email to nadia@companyofothers.org.uk with ‘Your Name: Resources & Operations Lead’ in the subject line.

If you would like an informal, confidential discussion before making an application, have any questions about the application process or access requirements please contact Artistic Director & CEO Nadia Iftkhar by email.

Recruitment Pack Released:  05.12.23

Informal Conversations: 18.12 - 21.12.23

Application Deadline: 09.01.24 – you’ll receive a receipt of application email

Interviews: W/C 22.01.24 – we always send questions 5 days in advance and the panel will be made up of staff and trustees

Decision to candidates: 05.02.24

Start Date: As soon as practicable taking into account notice period. Start date will not influence panel decision.

**About Company of Others**

Company of Others is a dance theatre company based in the North East of England, led by Artistic Director and Choreographer Nadia Iftkhar. Company of Others was founded in 2014 and incorporated in 2016, supported by from Arts Council England's Elevate Fund and became a charity in 2020. Our core values are Artistry, Equity and Integrity.

We're based at The Bricks, our home for Movement + Community, embedded in a council estate in Walker, the base for our RESIST programmes. We take the learning from this base, and work collaboratively through our CONNECT programmes to help others in our network use dance to tackle injustice and inequality in a sustainable way. Within this movement, we CO-CREATE performance projects locally that we share nationally and soon internationally.

We are instinctive, responsive and imaginative in approach, our work is a force for social change.

Our internal team and governance structure, are formed of people from communities we work with and in, to ensure lived experience is at the core of decision making and accountability.

We are currently focussed on 3 programmes:

RESIST: Walker Youth Dance Project, Walker Youth Dance Festival, Moving Together, and The Resistance, Rooted in Movement

CONNECT: Community Gatherings, Community Food Garden, Company of Others Ensemble, and Artist Dinners

CO-CREATE: Our co-created productions which we make slowly and then tour, such as Grief Floats and HELD

In 2018-19 we;

* worked with 300 young people in Walker, Newcastle's most socioeconomically deprived ward through free workshops, classes, theatre visits and performances.
* co-created a new work with Company of Others Ensemble and Walker Youth Dance Project for touring
* co-created [Crackle. Dust.](https://www.companyofothers.org.uk/crackle-dust-2019/)with 300 women from across the North which then toured to six venues, mostly non theatre spaces.

During the pandemic, from March 2020-2021, we:

* created [Dance in an Envelope](https://www.companyofothers.org.uk/community/envelope/), a free, non-digital dance activity pack distributed to 4220 3-7 year olds in Walker, Byker and Gateshead, plus North Yorkshire & Barnsley.
* ran online weekly dance workshops with [Company of Others Ensemble](https://www.companyofothers.org.uk/company-of-others-ensemble/) and co-created a film for International Dance Day
* began creating a new piece of outdoor work, [Grief Floats,](https://www.companyofothers.org.uk/grief-floats-2021/) staged in the North Sea in collaboration with 12 freelance artists
* created and curated an online artists network for 600 artists as well as multiple mentoring opportunities

In 2021-22, we:

* acquired The Bricks, a home for movement + community in the heart of Walker and developed the space to suit our community's needs
* applied to join Arts Council England's National Porfolio of Organisations
* created Walker Youth Dance Festival
* hosted 4 artistic residencies at The Bricks for local artists
* expanded Walker Youth Dance Project to include 4-7 yr olds

In 2022-23, we:
- Delivered over 100 workshops to young people aged 4-17 through the Walker Youth Dance Project
- Hosted the first Walker Youth Dance Festival
- Made The Bricks available for seasonal gatherings, community celebrations, and artist residencies
- Embedded the in-person Company of Others Ensemble workshops, delivering over 40 workshops and reaching 100+ people

In 2023-24, we:

* premiered Grief Floats, our first outdoor work made for the North Sea
* became a member of Arts Council England’s National Portfolio of Organisations
* began delivery of Moving Together, our 2 yr project for women of the Global Majority and/or women seeking sanctuary
* delivered our Welcome Project, ensuring every year 7 in Walker has danced with us, and knows how to access our work
* delivered our first Community AGM, welcoming those who dance with us to our governance processes
* hosted artist residencies and supported artists through mentorship and support in kind
* offered more formal artist development opportunities for the first time, such as travel bursaries and paid residencies at The Bricks

More detailed information can be found at [companyofothers.org.uk.](https://www.companyofothers.org.uk/)

Our team currently consists of Artistic Director & CEO (FT), Company Assistant (FT), and Marketing Assistant (PT), working alongside outstanding freelancers who help us deliver our programmes.  We're supported by a board of Trustees who play an active role in driving the strategic aims and ambitions of Company of Others and our wider community.
We will develop the organisation to add the roles of Community & Producing Lead, and Company Administrator in 2023-24.

**About The role**

We’re looking for someone to work with the Artistic Director & CEO, and Board to be responsible for the day-to-day growth and sustainability of the company as well as collaborating on long-term business plans and company strategy.

You'll be responsible for ensuring we use what we have well and efficiently, increasing our resources, thinking beyond, and challenging the models which typically exist in the arts sector.

You'll be curious, brave, ambitious, strategic, collaborative, have an eye for detail and have a care filled approach to working with others.

The title of the role has been developed to work alongside our Community & Producing Lead, and Artistic Director.

More familiar titles for a role like this might be Business Operations Manager, Head of Operations, Finance & HR Manager or Head of Development.

Role: Operations & Resource Lead

Responsible to: Artistic Director & CEO

Responsible for: Company Assistant and Company Administrator, and freelancers where appropriate

Hours of work: Company of Others core working hours are Monday-Friday 10am-6pm with some evening and weekend working required. We have a TOIL policy and are happy to discuss flexible working to suit individual needs.

Place of Work: The Bricks, Walker, Newcastle upon Tyne

Probation period: 4 months. Notice period: 1 month during probation, 3 months thereafter

Terms: Permanent, 4 days per week

Annual Leave: 22.4 days plus pro rata bank holidays

Remuneration: £32K (£40K pro rata)

**Key Responsibilities**

**Finance:**

* Set annual budgets and cashflows in collaboration with the Artistic Director, and lead on monitoring budgets
* Manage cashflows ensuring up to date information is readily available and accurate
* Prepare quarterly finance reports for the board, and prepare annual statutory accounts
* Maintain efficient and effective financial systems and procedures, supported by our Company Administrator
* Oversee internal financial processes such as payroll, bank reconciliation, payment processing and invoicing
* Lead on developing strategic financial plans in collaboration with the Artistic Director & CEO and Board of Trustees

**Fundraising:**

* Lead on fundraising at Company of Others, and support freelancers we work with to ensure we meet organisational targets through grants, sponsorship and donations
* Establish new streams for income generation to increase core funding and financial stability
* Report to current stakeholders, board and funders, gathering and collating data from project leads and artists

You'll understand how to create values led budgets and ensure our financial processes are equitable, be keen to develop resource sharing networks, developing ways to make what we have go further through community building, and how we can use what we have to benefit our community even further.

**Leadership & HR:**

* oversee recruitment, contracting and onboarding of staff and freelancers, line manage permanent and where appropriate freelance staff
* create and maintain HR operational systems and records
* Implement appropriate performance review systems, manage embedded CPD schedules and Company Care Budget
* At times, deputise for the Artistic Director & CEO
* Take an active role in the strategic development of Company of Others in collaboration with the Artistic Director & CEO
* Lead on developing a Company of Others volunteer programme in collaboration with the Artistic Director

You'll be someone who understands that the people at Company of Others are our most brilliant resource, and be keen to develop HR process that are care focussed and equitable.

**The Bricks:**

* Lead on ensuring our home is operationally efficient, well-resourced and managed
* Manage insurances, fire safety, health and safety and best practice compliance
* Manage the development of our community food garden, liaising with our community members
* Plan and oversee maintenance with as little disruption to our community as possible
* In collaboration with our Artistic Director, ensure The Bricks is accessible to a range of needs, and welcoming to our community
* Be the point of contact for spaces hire and residencies

**Governance:**

* Lead on ensuring high standards of governance and planning are met, with our values at the core of our governance
* arrange and attend all board meetings
* ensure board are informed on financial, governance and operational matters through transparent and detailed reporting
* update and monitor risk registers
* maintain CPD schedule and for trustees, making recommendations and organising training when needed
* act as the main point of contact for trustees and maintain good working relationships with the board
* Ensure compliance with Companies House, GDPR, and Charity Commission, lead on improving policies and procedures as well as establishing new ones where necessary

You’ll value accountability, and understand the importance of ethical governance whilst being interested in developing more accessible and equitable governing processes

**General:**

* uphold and champion, internally and externally, Company of Others, our values and our policies
* create new, and maintain existing high quality external relationships in the arts and charitable sectors
* administrate all aspects of the role of Operations & Resource Lead
* represent Company of Others at events both in person and online, attend all opening nights/one off sharings for Company of Others shows and projects
* work flexibly across the organisation to support other roles when necessary

**Person Specification & Experience**

You'll have;

At least 5 years working in either an arts organisation and/or charity

Experience of leadership, managing staff teams and freelancers

Experience of developing, implementing and maintaining systems and procedures

A demonstrable track record of working with diverse partners in and outside of the cultural sector effectively

Experience of fundraising for an arts organisation and/or charity

An eye for detail and excellent spreadsheet skills

A collaborative approach to strategic thinking and a curious mindset

A passion for social change and a current understanding of how political and social oppression intersects, and the direct impact this has on people in the UK today

An urge to move away from 'how its always been done' and an ability to dream up new ways of doing

Excellent verbal and written communication skills

Self-awareness, authenticity and openness

**Equal Opportunities**

Company of Others was created by, and for people who experience being 'othered' and/ marginalised by the society we live in. It is important that the people who work at Company of Others are representative of the communities we co-create our projects with. We welcome applications from people of all backgrounds and lived experiences.

We are particularly interested in applications from people who identify as d/Deaf, Disabled, Neurodiverse, Black, Asian, PoC, Global Majority, Queer, LGBTQ+ and/or Working Class.

Again, thank you for your interest in Company of Others, we look forward to hearing from you.

Follow our work online:

[Facebook](https://www.facebook.com/companyofothersdance/)

[Instagram](https://www.instagram.com/company_of_others/)

[Twitter](https://twitter.com/company_others)

[Vimeo](https://vimeo.com/companyofothers)

[Website](https://www.companyofothers.org.uk/)