

COMPANY OF OTHERS

Operations & Resource Lead Job Pack

Permanent, 32 hours per week (4 days)
£32,000 per annum actual (£40,000 pro rata)

Hello,

Thank you for your interest in the role of Operations & Resources Lead with Company of Others, and for considering joining us.

We're a dance organisation that was founded to be a place where people who experience being Othered by the society we live in, can be creatively free, move as our truest selves and be ambitious about what we can achieve.

If you're someone who believes they can thrive in this role, and contribute to our vision, please apply. Everyone at Company of Others is currently inhabiting a role that they hadn't done until they came to us, including me.

If you have any questions about the role, Company of Others, or our future, I encourage you to take us up on the offer of an informal conversation, details of which can be found in the job pack.

I hope you decide to apply, and if so, look forward to reading your application.

Nadia

Artistic Director & CEO

CONTENTS & PROCESS

This job pack includes:

- Details of the application process and timeline
- 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 2 sides of A4) detailing your interest in the role and how your experience and skills will meet the requirements of the role
- A CV including 2 referees
- [A completed equal opportunities monitoring form](#)

Please submit your application by email to nadia@companyofothers.org.uk with ['Your Name]: Operations & 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 the email listed above, or telephone: 0191 276 1524.

TIMELINE

Recruitment Pack Released: 13 August 2025

Informal Conversations: 22 – 26 September 2025

Application Deadline: 7 October 2025, 6pm

Interviews: 23 – 24 October 2025

Decision to candidates: 31 October 2025

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.

In July, 2021 we began creating a home for Movement + Community in Walker, and in April 2023, we joined Arts Council's National Portfolio of Organisations. In 2024, Company of Others became the first Dance Company of Sanctuary.

Our core values are **Artistry, Integrity & Equity**.

At the centre of our work is our co-creation method which ensures we truly collaborate with the communities we work with to create bold dance theatre experiences that instigate change.

Our varied programme of work falls into 3 key areas:

RESIST

Walker Youth Dance Project (WYDP)

Three free, weekly, after-school choreographic/performance training for leadership, empowerment and wellbeing, founded 2017. Successfully running for 7 years, our programme delivers high quality training with healthy snacks provided, alongside trips to experience professional dance, guest artists and since 2022, the creation of their own annual Walker Youth Dance Festival, an opportunity for our dancers to perform for family and friends alongside other dance groups, instilling a sense of pride in their achievements and local area.

Moving Together

A programme of movement and mental health support for Global Majority women and/or Refugee/Asylum Experience. The group meet fortnightly and work with the Artistic Director to explore movement for self-expression, rest, wellbeing and sisterhood. The programme is supported with counsellors, translators, a shared meal in each session and guest artists. The group is now working towards a co-created performance exploring the concept of being held.

Ensemble

Weekly dance workshops for people aged 65 and over that aims to help improve dancers wellbeing, increase their balance and coordination, and combat social isolation by providing a space for people to meet and work on a project together, increasing each dancers confidence.

“[CO Ensemble] has made me feel like I’m sort of resisting old age”

CO Ensemble member.

St. Anthony’s Care Association

We run weekly movement workshops at St Anthonys care home, delivering both group sessions working on balance and mobility, and more intensive 2-1 sessions with house-bound residents with the aim to build their confidence enough to join one of the regular sessions.

Rooted in Movement

This programme aims to shift the power balance for artists of colour in the North by providing paid residencies and travel bursaries. Our travel bursaries are for North of England based, movement focused artists whose personal ancestry has roots beyond the borders of the UK. The bursaries aim to provide artists with time to explore their practise elsewhere, to connect more deeply to the land and culture of their chosen place, which must be outside of the UK, and build artistic connections there. Paid residencies take place at our home The Bricks.

CONNECT

Seasonal Gatherings

On a quarterly basis we bring all our groups together at one of our seasonal gatherings. These events are opportunities for individuals who would never normally meet, was it not for Company of Others, to share food, dance and connect. We use these occasions to gather their feedback, thoughts and ideas that influence our programming. We make these events a democratic space, to redistribute decision making power in our organisation, where every voice counts.

“My confidence has gone up...I know my voice deserves to be heard”

Walker Youth Dance Project member.

CO-CREATE

Our body of touring productions.

Grief Floats:

Outdoor dance work and engagement programme, performed by 9 diverse dancers in the North Sea in 2023 and returning in 2024, acknowledging grief felt across the NE and beyond. An articulation of how movement and water can heal us. We worked with three NE communities; Young People, Elders, Wild Swimmers, capturing their relationship to water to create the soundscape and movement. With national press coverage and overwhelmingly positive feedback of the show, we are now exploring touring on a national and international scale from 2025.

In 2025, we will begin developing our next production, which explores the feelings of being held and holding with women and girls.

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
- Created Moving Together, our 2-year 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
- Launched Rooted in Movement, our travel bursaries and paid residencies for movement artists

In 2024-25, we:

- Became the first Dance Company of Sanctuary
- Started Walker Youth Ballet for our 12-17 year olds, providing skin tone appropriate ballet-wear & trips to see professional ballet performances for all dancers
- Delivered the PowerFULL project, a programme of movement based workshops, for young women aged 16-25
- Performed our second run of Grief Floats in King Edwards Bay
- Delivered our third Walker Youth Dance Festival in Walker Park
- Provided 3 residency and 2 travel bursaries through the Rooted in Movement programme

More detailed information can be found at companyofothers.org.uk.

Our team currently consists of Artistic Director & CEO (FT), Finance Manager (PT), Admin Assistant (PT), Artistic Assistant (PT) and Marketing Coordinator (PT), working alongside 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.

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.

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

Reports to: Artistic Director & CEO

Responsible for: Marketing Coordinator, Admin Assistant, Financial Manager 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: 3 months. Notice period: 1 month during probation, 3 months thereafter

Terms: Permanent, 4 days per week

Annual Leave: 23 days per annum, 6 of which are Bank Holidays

Remuneration: £32,000 (£40,000 pro rata) with 3% pension contribution alongside your contribution of 5% which you can opt out of if you wish. Access to generous Company Care and Training budgets.

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
- 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.
- 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

The Bricks:

- Lead on ensuring our home is operationally efficient, well resourced and managed, managing insurances, fire safety, health and safety and best practice compliance. Plan and oversee maintenance with as little disruption to our community as possible.

Governance:

- Shared with AD and CEO, and trustees - ensure high standards of governance and planning are met, arrange and attend all board meetings and ensure board are informed on financial, governance and operational matters
- Update and monitor risk registers
- Ensure compliance with Companies House and Charity Commission, lead on improving policies and procedures as well as establishing new ones where necessary.

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

About you

We're looking for someone who has a positive attitude and is reliable. You'll be curious, brave, ambitious, strategic, collaborative, have an eye for detail and have a care filled approach to working with others. You'll be someone who has a passion for learning and isn't afraid to share your ideas, thoughts and opinions in team discussions. You'll be self-motivated, and happy to work on tasks alone or as part of a team, and be able to adapt and be flexible in ways of working, in an organisation where two days are never the same.

You will care deeply about Diversity and Equity, and making the world a better place, and be interested in how movement and community can achieve this, and how your role can contribute to this in our local, national and global context.

You'll have

- At least 5 years working in either an arts organisation and/or charity
- 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
- Experience of managing staff teams and freelancers
- A collaborative approach and attention to detail
- 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
- A clear approach to how equity and our values would be woven through this role
- 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, Neurodivergent, 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 on social media:

[Facebook](#) [Instagram](#) [Twitter](#) [Vimeo](#) [Website](#)