



Administration & HR Manager (Maternity Cover)

Information Pack

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The Opportunity

It is an exciting time to work for Live & Local as the company reorganises its focus and starts to manage its responses to COVID-19 whilst continuing to serve a range of partners, communities, and stakeholders.

The Admin & HR Manager (Maternity Cover) will be part of the senior management team working alongside the Executive Director and Engagement Manager to facilitate, manage and support the growth of our organisation. They manage the Business and Operations Department, ensuring the smooth running of the office, core administration, financial administration of the company, HR, and physical resources. They will manage the personnel who are responsible for administration of the artistic programme. They will help shape and deliver our business development strategy by diversifying income sources, managing time-limited projects and driving forward new initiatives to ensure our long-term growth and sustainability.

The role is a key element in delivering a cost effective and efficient support for all our activities focussing on the financial, internal business processes and the innovation, learning and skills perspectives in our Business Plan. (See schematic at end)

The principal emphasis over the period of cover will be to support the Executive Director with refocusing the organisation post-COVID-19 and contribute to the development of a new 5-year business plan and Arts Council England National Portfolio application.

The successful candidate will have demonstrable experience in HR, Business Development and Finance. If you are highly organised, with excellent communication skills and high levels of motivation then this could be a great opportunity for you. This role offers variety, challenge and interest but with the added benefit of part time hours and could be a great project for a year for the right person.

Live & Local works to a flexi-time system that allows employees to vary their working hours day to day within specified limits.

Live & Local is a National Portfolio Organisation of Arts Council England

Live & Local
February 2021

Job Description – Admin & HR Manager (Maternity Cover)



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The successful candidate will have demonstrable experience in Business Administration and Development, HR and Finance.

Business Development

With particular regard to specific areas of responsibility:

- Play an active role in strategic reviews and contribute to the wider thinking and planning of the business development of the organisation.
- Supporting Executive Director with sourcing, assessing, developing, and managing funding and income generation opportunities
- Overall management (budget / planning / implementation / monitoring & evaluation / funder relations) of time limited projects that further our objectives

Core Administration

Responsible for the company's core administration delegating some tasks to colleagues:

- Overseeing the rolling review process of all general company policies and ensuring all policies are reviewed and implemented.
- Managing specific company policies and their related action plans
 - Data Protection Policy
 - Health & Safety Policy
 - Terms & Conditions of Employment including Annual Leave.
 - Safeguarding Policy
 - Complaints & Escalation Policy (including management of complaints process)
 - Financial Policy & Procedures
 - Volunteer Policy
 - Environmental & Sustainability Policy (delegating implementation of the associated plan to Company Administrator)
- Acting as the Data Protection Officer (training provided)
- Ensuring the company is appropriately insured and operating within relevant legislation including Data Protection, GDPR, Health & Safety, Employment Law delegating some tasks to relevant staff.

Human Resources

Responsible for managing Human Resources, delegating some tasks to the Company Administrator as appropriate. Responsibilities include:

- Line management of Event Support Officer, Company Administrator and Programme Administrator with responsibility including regular support and performance management.
- Administering staff recruitment (delegated tasks to CA), including training and induction
- Managing the company Continuing Professional Development scheme
- Implementing and maintaining company Health & Wellbeing procedures and processes.

- Keeping personnel records and overseeing routine staff paperwork (holidays/sick, flexitime, expenses, contracts) and procedures (Appraisals/ Grievances/Disciplinary)
- Managing employee employment contracts
- Management of the Pension scheme

Office Management and Communications

- Responsible for office administration and communications, ensuring they are running effectively and efficiently (delegating tasks to CA).
- Ensuring all company data is safe, secure, and backed up.

Financial Management/Administration

- Responsible for efficient, secure, and accurate financial administration.
- Managing Live & Local's online banking processes
- Managing company payroll and PAYE liabilities, including reporting to HMRC (delegating tasks to CA).
- Assisting Executive Director in preparing management accounts.

Events & Project Support

Responsible for but not limited to:

- The efficient administration of community touring scheme and film schemes (delegating day to day tasks to Company Administrator and Programme Administrator).
- Providing support to the Business and Operations Department for the administration tasks relating to the community touring and film schemes and other projects.
- In liaison with the rest of the team, providing telephone support to our local Promoters during the run up to their events
- Contributing to Live & Local's social media presence.

General Duties

- Other reasonable duties as deemed appropriate.
- Attendance / support at Promoter and other stakeholder meetings
- Attending Live & Local events
- Attending conferences, professional development training and other networking opportunities necessary
- Contributing to Live & Local's social media presence.

Person Specification

Essential	Desirable
<i>These are the minimum criterion needed for the job and the job cannot be done without meeting these criteria.</i>	<i>The job could be done without meeting these criteria but will be considered if more than one candidate satisfies the essential criteria.</i>
Experience & Knowledge	
<ul style="list-style-type: none"> • Previous experience in a similar position at management level • Line Management experience including providing support and delegation. • Experience of business development and/or strategy development • Experience of managing HR policies and wide range of HR processes. • Knowledge and experience of Health & Safety legislation • Strong track record of budgeting and financial management 	<ul style="list-style-type: none"> • Experience of book-keeping and using QuickBooks book-keeping software. • Experience of income generation from a range of sources • Knowledge of employment law legislation • Experience of managing company policies. • Experience of managing payroll and pensions. • Working knowledge of current arts infrastructure and business practices • Working knowledge of the geographical areas covered by Live & Local. • Experience of working with volunteers and/or voluntary organisations. • Experience of managing Health and Wellbeing in the workplace • Knowledge of Data Protection and GDPR
Skills	
<ul style="list-style-type: none"> • Excellent communication skills, in particular digital communication with colleagues • Ability to manage your own workload with multiple deadlines and tasks. • Ability to delegate tasks effectively. • Ability to work as part of a team and engage positively with a range of staff and stakeholders. • Organised and attention to detail 	<ul style="list-style-type: none"> • Confident and competent IT user, especially with Microsoft Office Professional including MS Teams.
Education/Qualifications	
<ul style="list-style-type: none"> • High level of literacy and numeracy • Professional development and training, in areas particularly relevant to this role e.g., HR/Business/Administration 	<ul style="list-style-type: none"> • Professional administration qualification • Health & Safety qualification at management level e.g., IOSH Managing Safely
Arts	
<ul style="list-style-type: none"> • Interest in and enthusiasm for the arts 	<ul style="list-style-type: none"> • Knowledge of local arts infrastructure • Ability to assess quality & success of arts events
General	
	<ul style="list-style-type: none"> • Full driving licence and access to a vehicle • Preparedness to work occasional unsociable hours (evening/weekend) • Knowledge of rural touring and Live & Local

Terms and Conditions

The post is offered as a salaried position as an employee of Live & Local Ltd on a fixed term contract. The post will be subject to Live & Local's **Terms and Conditions of Employment**.

Salary

- £30,507-£32,029 commensurate with experience (pro rata-0.6FTE)

Hours

- The normal hours for this post are 21 hours, to be worked between Monday and Friday. Within these parameters you are permitted to attend work flexibly **within the Live & Local flexitime framework (see below)**.
- Occasional weekend and unsociable (evening) hours are part of this job. (see below).
- Additional agreed duty hours, i.e., work that is part of required duties, are paid at an hourly rate commensurate with an employee's annual salary. Additional agreed show attendance hours are paid at a fixed rate plus expenses.

Other

- Fixed term contract anticipated to be from mid to end March for 12 months:
 - Earliest start date week commencing Monday 15th March.
 - Latest start date week commencing Monday 29th March.
- A 3-month probation period, which can be extended subject to agreement.
- Termination of contract would be 4 weeks on either side.
- There will be 28 days (pro rata) annual paid leave including bank holidays.
- The post holder will be responsible to the Executive Director.
- It is expected that this role is based at a mixture of at home and the Live & Local office in Warwick, however this can be flexible and subject to discussion.
- The office is based on the second floor with no lift. (see below re changes).
- Employer pension in line with statutory minimum
- Travel expenses are paid for travel associated with job (not commuting)

Flexi Time System

This is a system where an employee contracts to work a total number of hours and is then permitted to attend work flexibly within a framework laid down by the employer. It allows employees to vary their working hours within specified limits from day to day.

Office and COVID

Live & Local staff are currently working from home due to Government guidance. We will be returning when the current restrictions change on a mixture of working from home and working from the office basis. This will be subject to a detailed risk assessment for our particular office space/building and organisational needs in order to assure staff of their safety and wellbeing.

Additional Hours and Show Attendance Hours

These are agreed after discussion between the post holder and their line manager with usually a minimum of 6 weeks' notice.

Application

Deadlines

The [online application form](#) is available here and via our jobs page. Please submit completed form no later than **midday on Monday 22nd February 2021**.

If you require an application form in another format, please contact admin@liveandlocal.org.uk

Please explain how your skills, experience, training, and knowledge make you suitable for this role in the application form.

If you have not heard by 5pm on Tuesday 23rd February 2021, you may assume that you have been unsuccessful. NB: We provide feedback only to candidates who are interviewed.

Interviews

Interviews will take place on **Friday 26th February 2021 via Zoom (only)**

About Live & Local

Live & Local works with voluntary groups and professional artists to create new audiences for the arts and to build stronger communities.

Our principal activity is the support of a high-quality curated arts programme in partnership with voluntary organisations.

We cover Warwickshire, Staffordshire, Derbyshire, Worcestershire, Nottinghamshire, Lincolnshire, Leicestershire, and Rutland. We support approximately 500 live shows and 260 cinema screenings per year as well as a range of time limited projects.

We also run other mutually supportive programmes to provide greater resilience to the organisation and to ensure we meet the needs of current and potential stakeholders. The main activities are therefore:

- The community touring scheme (CTS)
- Moving Pictures and Big Picture Show cinema networks (MPS/BPS)
- An artist development programme (DART)
- Rural Artworks - Arts led community cohesion projects (RAW)
 - [Live & Local – Livingroom](#)
 - [Live & Local - LockBusters](#)

The full CTS and BPS network comprise over 300 voluntary organisations across eight counties. It is a partnership between the knowledge and commitment of local volunteers and the professional expertise of Live & Local.

About our Work

www.liveandlocal.org.uk

www.bigpictureshow.org.uk

<http://developingartistsinruraltouring.wordpress.com/>

About our Funding

Live & Local is funded by a mix of local, regional, and national bodies. We have retained our National Portfolio Organisation status (NPO) of the Arts Council England (ACE) in the recent round for up until 2023. We also get funding from the British Film Institute (BFI).

We are funded by seven County Councils and 30 District and Borough councils. Some of this income is in the form of grants and some through partnership agreements with these local authorities. We also raise income from the box office from the touring scheme and local contributions to specific projects. We also run a Friends Scheme.

Governance

Live & Local is a not-for-profit Company Limited by Guarantee, but not a Charity, with a voluntary Board of Directors (5-9 members) drawn from funders, users and artists involved with the organisation's activities.

Office and IT

The company is based in Warwick in a 2nd floor (no lift) office suite on a lease from Warwick District Council.

- The office has a networked PC computer system with remote access facilities. Also, two colour digital photocopier/scanner (i.e. linked to the computer network)
- We use Microsoft 365 and are extensive users of MS Teams and remote working IT

- The performance scheme and film programme are managed by an in-house designed relational database program (on MS Access and SQL Server)
- Remote staff are provided with a company laptop
- We use the Mail Chimp bulk emailing solution to manage our email lists
- We own five sets of portable digital cinema systems with 5:1 surround sound, 12 x 9 screens, and digital projectors

National Rural Touring Forum

Live & Local is a member of the National Rural Touring Forum (NRTF) which represents a number of mainly rural touring schemes and arts development agencies, principally across England. The NRTF aims to encourage the touring of high-quality professional arts performances and events to rural communities and meet the needs of the member schemes. <http://www.nrtf.org.uk>

Forty touring schemes are currently members of the NRTF and form a nationwide network of over 1,500 promoters. While the members of the NRTF reach many parts of the country, the NRTF itself is a small organisation funded through membership fees. It is also currently an RFO (Regularly Funded Organisation) of the Arts Council, England.

There is a national conference once a year and as the members are from rural areas this usually occurs in particularly pleasant surroundings! The NRTF provides a wealth of experience across its membership as well as professional development opportunities for member schemes, market research and cross regional project development opportunities.

“I like being part of bringing professional theatre into a small community and putting a bit of heart into the place “. Local Promoter

“People surprise themselves by coming to things they wouldn't normally dream of coming to!” Local Promoter

“Good fun, good value, unusual performances in places we wouldn't normally go to. The 'action' is near to the spectators and so we feel more involved” Live & Local Audience

“The whole company feel it was extremely successful and appreciated that this was due in no small measure to the input from all at Live & Local” Horse + Bamboo

“Brilliant event! Live & Local continues to offer superb entertainment”