



**Application Pack**

**Director of Operations & Finance**

**October 2019**

## **ABOUT AUDIOACTIVE**

To us music is an end in itself as well as a tool for social change, education and personal development.

We are restless, unafraid and excited about what we do...

### **Mission**

AudioActive is a groundbreaking music organisation working with young people at the meeting point of technology and contemporary urban culture.

We exist to develop and provide access to a range of inspirational experiences and opportunities that support young people to reach their full potential, whether that be as tomorrow's innovative professional artists or as skilled, empowered & engaged individuals

We achieve this through 3 distinct but inter-related strategies:

#### **i) Music & Talent Development**

Through a broad range of open-access projects from entry through to advanced levels, we strive for excellence in non-formal music education and performance and the talent development of diverse or underrepresented artists and genres

#### **ii) Music for Social Change**

Unlocking the power of music and the creative process to create innovative interventions and responses to difficult societal problems through collaborations and partnerships with specialist services for young people. All of our targeted social change projects also aim to make it accessible for marginalised young people to continue their artistic development through our open access projects

#### **iii) Innovation in Education:**

Our work in education not only aims to support the progressive development of the music education sector but to develop more creative approaches to teaching and learning across curriculum, providing young people who have struggled in mainstream education, the opportunity to excel & achieve

More info at:

Web: [audioactive.org.uk](http://audioactive.org.uk)

Facebook: [facebook.com/likeaudioactive](https://facebook.com/likeaudioactive)

Twitter: [Audio\\_Active](https://twitter.com/Audio_Active)

Instagram: [AudioActive\\_](https://www.instagram.com/AudioActive_)

## OUR CORE VALUES

### Authenticity

We work with young people as artists first and foremost. Regardless of their starting point, we support them to become part of a wider scene, working in the places and with the people that they want to be involved with. We avoid bringing our own agendas

### Restlessness

Music, technology and the exciting possibilities that they can offer are constantly evolving. Because of this, we can never stand still for too long. We keep our finger on the pulse and are always looking for new ways to develop and keep our work current, fresh and relevant to both young people and new or evolving practices

### Inclusion & Diversity

We want underrepresented young people and artists to be able to reach their full potential

### Innovation

Finding new ways of doing things excites us. Musically this means that we support young people and emerging artists to create work that breaks new ground and wows audiences. On a social level it means that we spearhead creative new approaches to difficult societal problems that can change the lives of those that more conventional services have often struggled to help

### Courage

It's rare to achieve innovation without overcoming some level of adversity. We are intentionally ambitious in the challenges we set ourselves. We know that we need to take risks to get the best results for young people and our scene and often this means setting the bar high

### Engagement and Progression

We believe in working with young people over long periods of time across multiple settings. We work hard to create joined-up pathways and bespoke support to make sure that we offer great opportunities for young people at every stage in their journey

### Collaboration

Partnership, including with young people, is in our DNA. In everything we do, we set out to build great alliances to help young people and those that work with them to achieve great things.

### Quality

We believe that society is often too down on the youth and sadly – especially those in challenging circumstances – rarely get the opportunity to shine. We provide access to state of the art resources, high profile opportunities and professionals at the top of their game so that young people can really show us what they are capable of when given the right support

### It's all Relative!

We fully acknowledge that many of the young people we work with live in extremely challenging circumstances and many do not want to become professional musicians. We always perceive progress and achievement in relativity to their starting points and aspirations

## **CONTEXT AND CURRENT POSITION**

Having achieved national and international recognition for our work in recent years, we are on the cusp of an exciting development, launching a new Strategic Plan to bring about a step-change in both the organisation and our sector. During this time we aim to achieve a number of key outcomes including:

- Developing a performance venue and centre of excellence for our work
- Scaling up some of our Social Innovation projects across our area of operation
- Developing and disseminating an innovative new business model to:
  - i) become more resilient and sustainable
  - ii) support excellence in non-formal music education and the talent development of diverse or underrepresented artists and genres
- Creating a talent pipeline and artist development opportunities for promising emerging artists (18-25) including those coming through our 'grass-roots' and open access projects for teenagers

In order to achieve our ambitious Strategic Plan we are seeking a talented and committed individual to join our core team.

## **MAIN PURPOSE OF THE ROLE**

Director of Operations & Finance is a new role at AudioActive created to meet the needs of rapidly developing organisation. As part of the Senior Management Team you will oversee and ensure the day-to-day smooth running of the company. As such this is a multi-faceted post that requires a highly organised, pro-active and broadly skilled individual who will enjoy the challenge of developing systems and solutions that respond to the demands of a growing and increasingly complex organisation.

Whilst the majority of activity will be working from our central Brighton office, you will occasionally be required to travel around our area of operation to attend relevant meetings and events and to develop key relationships and partnerships relevant to the role. You will also be required to work occasional evenings and weekends.

We have a very low turnover of staff, we want our relationships with staff to be long term and developmental. As such we pride ourselves on creating as open and flexible working environment as we can. We are always open to discussing specific needs around flexible working and other needs of our team.

## **JOB DESCRIPTION:**

### **Principle Objectives**

**Finance:** You will be responsible for the organisation's finances, including financial management, financial strategy, planning, reporting and preparing year end.

**HR:** You will lead on the company's HR strategy and manage all functions such as appraisals and wellbeing policy. You will have the support of a third- party HR consultancy.

**Strategic planning:** You will contribute strategically to the company as part of the Senior Management Team and lead on the planning and implementation of the business plan and other major strategic documents.

**General Management:** You will lead on the company's governance and operational functions, including board, statutory reporting, buildings & assets, insurance, GDPR, safeguarding and health and safety.

**Responsible to:** CEO and Board of Trustees

**Working with:** Senior Management Team (CEO & Director of Programmes & Development)

**Responsible for:** Operations Coordinator (new post)

## **YOUR KEY RESPONSIBILITIES**

### **1. Financial Administration and Management**

- a. Lead the organisation's financial planning processes, working closely with the CEO, Senior Management team and Board of Trustees to create and deliver financial strategy and annual budgets.
- b. Lead the financial reporting process, to fulfil the needs of funders and other internal and external stakeholders.
- c. Produce quarterly management accounts for presentation to Board and in support of the year end.
- d. Manage day to day financial procedures with support from the Operations Coordinator, including all financial transactions, invoicing, cash, supplier management, pensions & tax compliance and careful use and maintenance of the organisation's accounting systems.
- e. Ensuring financial records are up to date and payments are issued and received in a timely manner.

## **2. Human Resources**

- a. Work as part of the Senior Management team to develop and maintain organisational structures, which support company productivity, long- term sustainability.
- b. Lead on delivery of the company's HR strategy to maintain a productive, happy working environment, supporting staff wellbeing, development and training.
- c. Manage recruitment processes in compliance with current legislation and ensure new appointments fulfil organisational objectives.
- d. Work with Operations Coordinator to maintain rigorous personnel records in compliance with current legislation, including appraisals, annual leave, sick leave and any disciplinary and grievances records.
- e. Maintain an up to date, relevant induction process for new employees, workers and freelancers, in compliance with current legislation and the organisation's objectives.
- f. Regularly review the organisation's Employee Handbook ensuring policies, procedures and terms of employment follow current legislation and are relevant to the organisational objectives.
- g. Manage the issuing of contracts and associated terms of employment to all employees, workers and freelancers to fulfil the needs of the organisation and in compliance with current legislation.
- h. Maintaining the company pension scheme with support from the payroll officer

## **3. Reporting, Monitoring and Evaluating**

- a. Produce reports for funders in consultation with the CEO, Director of Programmes and Development and other key staff.
- b. Hold overall responsibility for the financial aspect of any reporting.
- c. Working with the Director of Programmes & Development, oversee the production of other reports, evaluation and monitoring information, to fulfil stakeholder requirements as necessary.

## **4. Governance**

- a. Oversee quarterly Board meetings including working with Operations Coordinator to maintain communications with Trustees and collating Board Papers.
- b. Present quarterly reports to Board relating to Finance and Operations.
- c. Work closely with the Board, CEO and Director of Programmes & Development team to support Board development and training.
- d. Maintain compliance with statutory requirements with the Charity Commission and external stakeholders

## **5. Strategic Planning**

- a. Play a significant role in developing the organisation's Business Plan as part of the Senior Management team.

- b. Support the CEO in the implementation of the organisation's Business Plan, ensuring that organisational, departmental and individual objectives are understood across the organisation.

## **6. Team Leadership**

- a. Take line management responsibilities for the Operations Coordinator, including facilitating regular appraisals and monitoring/supporting the fulfilment of professional development objectives.

## **8. Contracting**

- a. Lead on contracting arrangements such as partnership agreements, SLAs, freelance contracts.
- b. With support from the Operations Coordinator, oversee and take ultimate responsibility for the management of all providers and services contracts: including IT maintenance, web development, telecoms and insurance to ensure that objectives are fulfilled in a timely and cost-effective manner.

## **9. General Management**

- a. Oversee the management of a healthy, safe and well-resourced working environment in line with the organisation's strategic objectives, working with Operations Coordinator.
- b. Lead on all policies, maintaining compliance and team training around Safeguarding, Health and Safety, Equal Opportunities.
- c. Lead on building and premises management, managing suppliers and processes to ensure the smooth running of the offices on a strategic and day to day level.
- d. Working with the CEO, Lead on agreeing lease terms and creating a relocation strategy should the organisation move to new premises.

## **COMMON REQUIREMENTS FOR ALL POSTS**

- Be familiar with and adhere to the Company's Policies and Procedures including Child Protection, Equal Opportunities and Health and Safety.
- Regularly refer to the branding and communications associated with the company, communicating in line with them at all times.
- Contribute to the company's ongoing fundraising activity, referring opportunities to other staff, and contributing to work around fundraising such as applications as required.
- Refer regularly to the company Business Plan which will form the foundation for our working practice and objectives.
- Provide necessary information to support the company's monitoring and evaluation procedures.
- Attend and support company networking, performance opportunities and events as required.
- Update your online calendar to inform the company of your timetable.
- Complete holiday / lieu forms in accordance with company procedure.
- Be responsible for monitoring your own CRB and its date of renewal.
- Complete relevant finance forms in a timely manner when using company

- money.
- It is important that our work is safe, and accessible to other members of the team. Regularly back up your work using appropriate databases such as the company server, or Google Drive in accordance with company filing guidelines within the business plan.
- Work in a flexible manner, being flexible to work evenings and weekends and willing to undertake other duties as required.
- Uphold the core values of AudioActive and operate in accordance with them.

## PERSON SPECIFICATION

- **Key:**
- **E – Essential**
- **D – Desirable**
- **A – Application**
- **I – Interview**
- **R – Reference**
- **C – Certificate**

Demonstrated through

R	I	A	E/ D	Knowledge and Experience
		✓	E	Three year's management experience in the arts, music, youth and/or charity sector.
	✓	✓	E	Training qualifications, or at least 3 years' experience in financial management and reporting
		✓	D	Experience of delivering company accounts using Xero or equivalent software and processes.
	✓	✓	E	Experience of managing complex budgets and reporting financial performance against targets
		✓	E	Demonstrable experience of reporting to Board on areas of Finance or Operations
✓		✓	E	Demonstrable experience of fulfilling a range of stakeholder requirements through reporting, monitoring and evaluation structures.
	✓		D	A good understanding of Human Resource processes and experience of their maintenance and implementation.
		✓	E	Demonstrable experience of internal line management and associated structures.
		✓	E	Demonstrable experience of negotiating funding and partnership agreements and service contracts
	✓	✓	E	Demonstrable experience of developing and maintaining systems to support operational functions
		✓	D	Experience of supporting the implementation of communication strategies
		✓	D	Experience of representing the organisation at a local, regional and national strategic level on specific initiatives



**PERSON SPECIFICATION CONT.**

<b>R</b>	<b>I</b>	<b>A</b>	<b>E/D</b>	<b>Skills and Abilities</b>
		✓	E	Demonstrable ability to lead and work collaboratively as part of a team, sharing knowledge and developing staff
	✓	✓	E	A strategic thinker, with the ability to work under own initiative and to take and be responsible for executive decisions
	✓	✓	E	A completer finisher who can set and meet deadlines for self and others
	✓	✓	E	A flexible, creative and empathetic approach to problem solving
		✓	E	Excellent attention to detail and exacting professional standards
	✓	✓	E	Excellent people skills and the ability to work with tact and diplomacy to establish positive relationships with a variety of stakeholders, organisational leaders, senior staff, board members and entrepreneurs
			E	Excellent time management and organisation skills with the ability to manage multiple tasks simultaneously and to be able to work under the pressure of competing demands
			E	Excellent written and verbal communication skills, with a fluent writing style and the ability to communicate effectively in a wide range of media and audience.
			E	Excellent IT skills including MS Office applications and advanced skills with MS Excel
			E	Ability to work with high levels of confidentiality and sensitivity
	✓	✓	E	Strong financial literacy, able to analyse and develop complex budgets
	✓	✓	D	Knowledge of employment legislation and associated procedures and processes

## **WORKING AT AUDIOACTIVE:**

### **Post Development**

We have a culture of developing roles around the strengths and expertise of our colleagues and we envisage that this post will have scope to develop as the organisation grows.

### **Salary, Working Hours and Employment Term:**

26 hours per week (0.69 FTE) at £30,000 – £32,500 p.a. pro-rata. The initial appointment is a 1 year fixed-term contract with the intention for the post to become a permanent position with the option of additional hours as additional funding is secured. A probationary period of 3 months will apply. We will consider a slightly reduced number of weekly hours for the right candidate

### **Annual Holidays**

The holiday entitlement is 25 days per annum plus bank holidays (Pro-Rata). This entitlement is over and above the Christmas & New Period (24<sup>th</sup> December – 2<sup>nd</sup> January) when AudioActive is closed.

### **Pension Scheme**

All eligible members of staff will be automatically enrolled in accordance with the legislation, to the Staff Pension Scheme. Contributions are currently 8% of basic salary, of which 5% is payable by the member of staff concerned and an additional 3% provided by AudioActive. Staff will be supplied with further details upon commencement. The pension scheme may be subject to change, and staff members may opt to not take part in the scheme.

### **Employment Benefits**

All employees receive a contribution of up to £200 per year to support them to maintain a passion for music and an up to date awareness of music, particularly where relevant to young people that we work with. Expenditure is flexible (to be agreed with the CEO) and can include, music streaming or magazine subscriptions, gig, festival or conference tickets etc

### **References and Disclosure & Barring Service check**

Offer of employment will be made subject to satisfactory references and an enhanced DBS disclosure, which will be sought for the successful applicant.

## HOW TO APPLY

Please email a **COMPLETED APPLICATION FORM** and a covering letter to:  
[recruitment@audioactive.org.uk](mailto:recruitment@audioactive.org.uk)

An application form can be downloaded at [www.audioactive.org.uk/work-with-us](http://www.audioactive.org.uk/work-with-us)

**Within your covering letter, please address the following:**

*This role is a key appointment for AudioActive as we are a small, but rapidly developing arts charity. Please outline why you are interested in this role at this point in your career and what challenges and opportunities you would expect to face as you translate your experience to AudioActive.*

Should you wish to have an informal conversation about the role, please contact our CEO, Adam Joolia at [adam@audioactive.org.uk](mailto:adam@audioactive.org.uk) above to arrange a phone call

Applications should arrive no later than **9am on Monday 18<sup>th</sup> November 2019**. We cannot accept applications that arrive after the deadline. All applications received will be formally acknowledged by email. If we have not contacted you by 5.30pm on Friday 22<sup>nd</sup> November you can assume that your application has been unsuccessful. Due to capacity and the number of applications we receive we regret that we are not able to offer individual feedback on applications at this stage of the process.

Interviews will be held from **w/c 2<sup>nd</sup> December 2019**. Start date: ASAP after interview subject to successful candidate's notice period and receipt of satisfactory references.