

University of Atypical

Recruitment Pack for the post of Business Support Manager

Completed application forms and monitoring forms (submitted by post or email) must be returned **no later than 4.00 pm on Friday 18th of July 2020.**

Interviews will take place on **Friday 24th of July 2020**

Introduction:

The University of Atypical (UofA) is a disabled-led development charity working towards cultural equity for disabled/D/deaf people. It is a catalyst for the empowerment of disabled/D/deaf people in the arts. Working across the whole spectrum of disability, UofA is:

- The sector lead organisation for Arts & Disability in Northern Ireland, with strong partnerships in NI, the RoI, throughout the UK and in Europe
- The driving force towards a culture where disabled people can be involved in the arts in the manner and at the level of their choice
- The *only* Northern Ireland organisation representing individual disabled artists who are on a personal path towards artistic excellence
- The *only* gallery on the island of Ireland which is specifically dedicated to showcasing the work of disabled and D/deaf artists

UofA delivers a year-round programme, including:

- Atypical Gallery programme of exhibitions and events
- Partnership work with mainstream arts and Arts & Disability organisations
- The Arts & Disability Equality Charter, supporting arts and cultural venues to commit to increasing access with input from disabled people
- An education and outreach, disability awareness and sectoral training programme
- The annual iDA grant scheme for artists who are disabled/D/deaf, managed on behalf of the Arts Council of Northern Ireland
- Bounce Arts Festival, which showcases the best performances and exhibitions from NI's artists alongside the best work by disabled and D/deaf artists working nationally and internationally

The work that UofA is engaged in includes the following:

Sector development and support:

- Advocacy and liaison between disabled people, government departments, the Arts Council and other policy-making and advocacy groups
- Advice and signposting to Arts Council officers, funding streams and other arts sector peers: we are often the first point of contact for organisations wanting to develop arts projects with disabled/D/deaf people
- Creating opportunities and partnerships for other Disability Arts companies and organisations
- Distributing regular information to and from disabled/D/deaf people
- Links with organisations and campaigns within NI, as well as nationally and internationally
- Art & Biscuits programme for people living with Dementia
- Access database
- The Arts & Disability Equality Charter

A year-round showcase

- **Showcasing** the highest possible quality of work by D/deaf and disabled artists, this includes the year-round Atypical Gallery programme and interventions into mainstream arts programming
- **Bounce! Arts Festival** (introduced 2012) has created a new type of demand for art by disabled and D/deaf artists

Lifelong learning and audience development

- Peer education via informal workshops and the *Conversations* series, where disabled and D/deaf artists share experience
- Disability specific development work, for example, we support a D/deaf-led arts organisation called D'Sign

- Arts & Biscuits programme delivering arts initiatives for people living with dementia

Development of disabled artists

- UofA is an artist membership organisation, providing bespoke opportunities, informal networking and training to grow talent and stimulate new collaborations
- The iDA grant scheme gives support from the initial idea right through to project delivery and reporting

Our Mission:

To enhance the artistic lives and creativity of D/deaf and disabled people in Northern Ireland

Our Vision:

A society where everyone has the opportunity to positively channel their creative energies and talents through the arts

Our Values:

The following values underpin every aspect of UofA's culture and activities:

- **Inclusion** - we believe that a healthy and stable society needs to be built by all its people working together. We will be open to those of all abilities and disabilities and celebrate the diversity of the society in which we live. UofA operates under the social model of disability: which says that people are disabled by barriers in society, not by their impairment or difference. We will oppose injustice and anything that excludes or marginalises disabled people and others who are considered to be different.
- **Disabled-led** - UofA is driven by disabled and D/deaf artists who understand the needs, rights and aspirations of other disabled and D/deaf artists and act as an independent voice
- **Parity** - everyone has an equal right to be treated with dignity and respect, to learn and develop, to access the arts in all its forms and to have their voices heard
- **Human Rights** - we believe that everyone has inalienable human rights which should be upheld. In particular, we support the UN's Convention on the Rights of Persons with Disabilities and will work to promote and defend these rights
- **Excellence** - everyone has the right to expect that all aspects of UofA's work are carried out to the highest standard. UofA will also support artists to work towards achieving the highest artistic standards
- **Collaborative** - we believe the organisation is much more effective when working in partnership with its key stakeholders. We value meaningful collaboration and partnership working

UofA Business Support Manager Job Description

Organisational Context:

Following a restructure and rebranding of the organisation, the Trustees of UofA have decided to recruit the key post of **Business Support Manager**, who will report directly to the Chairperson. This role will hold responsibility for managing all the business functions and systems within the organisation on a daily basis and is an exciting opportunity for an individual with the relevant experience and passion for the mission of the organisation.

We are looking for someone who will ensure that all aspects of the organisations' business functions are well planned and effectively and efficiently managed. The person will have good financial skills and ensure compliance with the requirements of funders and regulators.

Reporting to: Chairperson of the University of Atypical

Salary: £21,342 annually, for 24 hours per week (£35,750 for full-time equivalent)

Hours: to be agreed with Chairperson/CEO

Post duration: this post is offered for a period of three years, with year-on-year continuation subject to annual funding rounds

Location: University of Atypical, Ground Floor, Cathedral Quarter Workspaces, 109-113 Royal Avenue, Belfast BT1 1FF

Key Responsibilities:

Financial management	<ul style="list-style-type: none">○ Work with the CEO/Artistic Director and Finance Officer in relation to the preparation of budgets○ Input financial data and monitor income and expenditure○ Maintain overall financial control of the organisation's budgets including keeping financial records, producing financial and management reports, making and receiving payments, and dealing with UofA's bankers, accountants and funders○ Approve competitive quotes gathered by programming and administrative staff in accordance with funder requirements○ Work with the Finance Officer to manage the payroll system○ Produce monthly and quarterly financial reports for the CEO / Artistic Director, Treasurer and Board
Funding	<ul style="list-style-type: none">○ Support the CEO and other staff in the identification and development of funding application proposals through providing relevant information○ Manage accurate systems and reminders for the preparation of monitoring reports for funders, prompting the gathering of relevant information across financial, programming and administrative fields

	<ul style="list-style-type: none"> ○ Ensure that projects are managed by staff within the constraints of the budget and funder's timescales ○ Provide the Board of Trustees with financial information to support informed decision making ○ Identify funding opportunities to support the organisation's activities and ambitions
Administration, Policies and Governance	<ul style="list-style-type: none"> ○ Responsible for office management and devising/delivering on business support systems ○ Ensure office premises (office and store) are maintained to a high standard ○ Ensure Company House, Charity Commission and HMRC records are kept up to date ○ Provide effective and efficient administrative support for UofA programmes ○ Responsibility for own administration across all areas (where possible, and as access requirements allow) including UofA correspondence, phone calls and emails ○ Ensure UofA premises and activities are insured ○ Facilitate meetings of the UofA Board of Trustees, sub-committees and AGM ○ Work with the Administrator to develop and maintain an effective filing / record keeping system (hard copy and electronic) ○ Coordinate the staff recruitment, support and supervision processes ○ Identify where policies are required or need to be reviewed and implement systems that enable the delivery of these policies e.g. environmental policy ○ Ensure that all Health & Safety & Child Protection regulations are adhered to ○ Liaise with relevant bodies and identify relevant policy – including health and safety, safeguarding, child protection and health and wellbeing - and ensure that these are adhered to ○ Act as the UofA representative with Access NI and Volunteer Now
Staff Support and Supervision	<ul style="list-style-type: none"> ○ Responsible for coordinating the staff support and supervision process, including, for example, processes around staffing absence ○ Supervising finance, administration and programme staff ○ Oversee staff and volunteer recruitment, ensuring that the supervising staff member is resourced to provide induction, feedback, references etc. ○ Ensure accurate staff and volunteer records are maintained

ICT	<ul style="list-style-type: none"> ○ Ensure that the organisation’s ICT systems promote effective internal and external communication e.g. identifying appropriate ICT support providers, suitable communications contracts, and effective diary co-ordination ○ Ensure ICT systems are efficient and effective in assisting UofA in delivering the full range of arts and administration activities ○ Ensure effective maintenance of online files
Other	<ul style="list-style-type: none"> ○ Represent UofA as required including deputising for the CEO/Artistic Director and Chairperson ○ Such other duties within the overall scope of the role to promote the mission and aims of UofA

Person Specification:

Essential Criteria	<ol style="list-style-type: none"> 1. Third level qualification in a relevant discipline. Demonstrable transferable skills or experience from other disciplines will be considered 2. Minimum of 5 years management experience in a senior management role with responsibility for budget management or middle management role in organisations of different scales with similar or related competencies 3. Extensive knowledge and experience of the arts and cultural sector in NI. Experience gained in organisations which demonstrate excellent access and arts and disability programmes will be prioritised 4. Evidence of managing staff, administration systems and overseeing staff support and supervision processes 5. Experience in project management and delivering against outcomes 6. Extensive experience of identifying and securing funding opportunities to support programming activities and organisation development 7. Evidence of high-level planning and organisational skills 8. Full driving licence or access to transport to fulfil the requirements of the role and willingness to travel as an essential part of the role e.g. to conferences, funder meetings, project site visits, etc. 9. Effective communication - particularly written, and presentation skills where access equipment/ personnel are provided
Desirable Criteria	<p>Experience of the following:</p> <ol style="list-style-type: none"> 1. A track record of identifying and accessing sponsorship opportunities 2. Facilitating board and sub-committee meetings 3. Corporate governance 4. Communicating with people at all levels, with strong networking skills where access equipment/personnel are provided 5. Developing policy documents and handbooks

	6. Awareness of and participation in disability rights and campaigning
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Applications from applicants living with disability are particularly welcomed in line with the organisation's constitutional aims.

This position is eligible for an Enhanced Disclosure Check under the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012. Applicants must complete and return a Declaration of Convictions Form with their application.

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