GENERAL MANAGER
JOB DESCRIPTION

Introduction

Thames Festival Trust (established 1998), delivers heritage, education and cultural programmes aimed both at providing joy and wonder, and also at inspiring an appreciation of the River Thames and more widely, the importance of rivers and the value of water.

- Information on our heritage programmes can be found here (https://thamesfestivaltrust.org/our-work/heritage-programme/life-afloat) and here (http://totallythames.org/news/article/the-many-faces-of-the-working-river)
- Our annual festival takes place in September and is called Totally Thames (http://totallythames.org/), Prior to 2014 it was called The Mayor’s Thames Festival.

The Trust is endorsed and supported by The Mayor of London and is a National Portfolio Organisations of Arts Council England.

The Trust is committed to producing excellent work and we strive to improve access and increase diversity across the Arts 8 Culture sector.

Opportunity

The General Manager is part of the Senior Management team and is responsible for the Trust’s HR, administration and governance. They will also be expected to share in the Trust’s fundraising activities.

The General Manager works closely with the Director and Marketing Manager to realise the Trusts vision and objectives and plays an active role in business planning across the next ACE NPO period 2018-22.

2 October 2017
JOB DESCRIPTION

Finance Administration
- To manage the financial delivery of the Trust within approved budgets.
- To line manage the Finance Manager
- To prepare annual budgets, risk plan and oversee the annual auditing process.
- To prepare financial reporting alongside the Treasurer.
- To oversee and monitor the Trust’s cash flow.
- To implement and enforce agreed financial procedures.
- To ensure invoices are raised and ensure prompt payment.
- To inform all relevant members of staff of the financial and management procedures.
- To provide financial information for monitoring and evaluating projects.
- To liaise directly with TFT’s Treasurer, and organise and service the Finance Sub-Committee.

Governance
- To organise and service The Thames Festival Trust board and sub-committee meetings.
- To attend regular meetings with the Chairman, keep him informed of Trust developments and provide information for his regular Trustee updates.
- To prepare all statutory records and returns for the Charity Commission and Companies House in liaison with the Treasurer.
- To maintain the statutory policies for the Trust and develop policies and procedure in line with the Trusts business plan
- Working alongside the Board and Director to develop the Trusts Business Plan

Human Resources
- To line-manage the Finance Manager, Development Officer, and jointly manage the Admin & Digital Officer with the Marketing Manager.
- Manage all voluntary and temporary staff.
- To issue TFT employees with employment contracts and ensure that all freelance and consultant staff receive an appropriate briefing and contract prior to commencement of their term of engagement.
- To ensure TFT employees receive suitable induction programmes, regular appraisals and that their training and development needs are identified.
- To manage the holiday rota, sickness procedures and any staff contract issues, liaising as appropriate with TFT’s Staffing Sub-Committee.
- To recruit, induct, train and oversee volunteers, to draw up work rotas and schedules as appropriate and to raise any payments due.

Legal and Contracts
- To ensure that the Trust operates legally, adhering to laws concerning employment, health & safety, contracts and charity regulations.
- To sign off all contracts – artist, sponsor, consultant, staff, trader etc.
- To provide information to insurance broker as required, and oversee insurance claims where necessary.

Fundraising
- To work with the Director to develop the Trust’s strategy for fundraising.
- To manage the delivery of this strategy.
- Together with the Director, Project Manager(s) and freelance Fundraiser(s) develop applications for funding.
- To attend fundraising meetings and negotiate contracts.
- To ensure that funding relationships are appropriately stewarded to meet their needs in respect of monitoring, returns and reports.
- To manage the relationships with GLA and Arts Council and provide each with documentation required.
- To set time plans and research potential sources of funding.

2 October 2017
To oversee the Totally Thames launch event and oversee the co-ordination of all VIP receptions across the programme.

PERSON SPECIFICATION

Essential Skills:
- Experience of senior management role in the subsidised arts or cultural sector.
- Experience of fundraising via trust and foundations.
- Confident communicator at all levels (email, face to face and telephone).
- Exceptional organisational skills.
- Proven ability to work as part of a team, whilst being able to organise and prioritise own workload.
- Proven success at team management.
- IT literate: Word, Excel, and Outlook.
- High level of literacy and numeracy.
- Extensive experience of budget management.
- Experience of working in a small and fast paced environment.
- Educated to degree level
- Able to research and collate information.
- Able to work the occasional evening and weekend as required (with prior notice).

Desirable Skills:
- Interest and knowledge of the arts, particularly combined arts
- Experience at developing and negotiating sponsorship packages
- Experience of Sage Accounts package
- Experience of large scale event management

How to apply

Please send your CV and cover letter detailing how you meet the person specification and what you will bring to the post to recruitment@thamesfestival.org

Closing date for completed applications is 27 October 2017

Interviews will take place on 2/3rd November

Terms & Conditions

Salary: £34,379 per annum

Contract: Permanent Contract

Office hours: from 10am – 6pm Monday to Friday. Where occasional evening and weekend work is required, time off in lieu will be given.

Holidays: 25 days of holiday allowance plus 8 bank holidays.

Pension: Thames Festival Trust will pay a 6% contribution of gross salary into pension scheme on a monthly basis, after 3 months employment.

Line Management: The post is managed by the Director.

2 October 2017