



## Developing Slough's Creative Future

### Job Description

**Job Title:** Operations Manager, HOME Slough

**Reporting to:** HOME Slough Director

**Employer:** Slough CVS (Lead Partner) on behalf of the HOME Slough consortium

**Responsible for:** the operational management of HOME on the High Street and systems and policies for the effective delivery of HOME Slough

**Start:** 1<sup>st</sup> May 2019 (where possible)

**Place of Work:** Based at HOME office, central Slough area

**Fixed term contract:** £26-28,000 per annum plus 5% p.a. pension contributions,

**Hours:** 35 hours a week until December 2021 on a fixed term contract. The post will involve working on some evenings, weekends and bank holidays

**Holiday Entitlement:** 25 days per annum

**Other:** DBS clearance at Enhanced Level (this can undertaken after job offer if applicant does not have this in place)

### Introduction

HOME Slough is seeking an individual who shares our vision of seeing more people in Slough enjoying and leading fantastic arts experiences across the town. We are looking for someone with excellent planning skills, a multi-tasker with experience of managing the operations of large, complex projects.

This role is essential in the successful delivery of the HOME Slough project, the post-holder will work with all members of the team and take an externally facing role when managing our pop-up creative space on the High Street in Slough.

HOME Slough is 3 year project that is part of a national initiative called Creative People and Places (CPP). The national programme aims to increase the number of people choosing, creating and taking part in brilliant art experiences in the places where they live, particularly where evidence shows that people are less involved in arts and cultural activities than elsewhere in England.

The 21 independent CPPs are action research programmes experimenting with radically different approaches to inspire and excite people about the arts, they are all



funded by Arts Council England. The programme will take risks, reflect on what works and what doesn't, and use that experience to shape the development of activities; gathering evidence and sharing learning.

Encouraging and supporting communities to actively engage in HOME Slough as participants, influencers and decision makers is an integral part of the Creative People and Places programme, and a central ambition of HOME.

HOME Slough is led by a Consortium of organisations invested in Slough as follows; Slough Council for Voluntary Services (Lead Partner), Slough Borough Council including Slough Libraries, SEGRO, Slough CCG, Rifco Theatre Company.

Slough CVS is a local charity that has been running for over 80 years supporting the voluntary sector. We aim to improve the lives of the people of Slough and the surrounding areas by providing services to residents and the voluntary sector.

For more info on the project please go to the website <https://homeslough.org.uk>

**HOME Slough aims to:**

- Enable more people in Slough to experience the arts
- Empower residents to make their own events happen
- Increase the range and quality of the art that comes to Slough and is made here
- Support the artists who are here
- Build partnerships with national and international organisations to help us
- Help businesses and other partners to engage with culture for the benefit people of Slough and the town's future

We deliver against these aims with 4 strands of activity that range from running HOME on the High Street to HOME Grown which commissions new creative activities in Slough, led and decided by residents.

**The Role of the Operations Manager**

The postholder will take lead responsibility for the operational management of 'HOME on the High Street' a creative pop-up space based on the High Street in centre of Slough, they will also lead on planning systems and internal processes to ensure the effective delivery of the HOME Slough project.



The post-holder will work across the team and support voluntary groups and local organisations using the High Street space, they will ensure that clear information and systems help create transparency and efficiency for the project.

They will support the Director of HOME Slough in preparing funding applications and managing the reporting to funders and evaluators.

HOME Slough and the wider Slough CVS team are friendly and supportive. The postholder will play a key link in ensuring that HOME Slough's systems and approaches align to those of our accountable body Slough CVS.

### **Responsibilities**

The Operations Manager will:

1. Lead the operations of HOME on the High Street, ensuring the space is safe, friendly and fit for purpose
2. Ensure resources are available for those using HOME on the High Street and that all Health & Safety legislation is integrated into the management of the space
3. Manage internal and external relationships connected to the management of the space
4. Manage the booking system for HOME on the High Street and communications with local artists and community groups using the space
5. Lead on evaluation systems for the HOME Slough project ensuring these are in alignment with our external evaluators The Audience Agency and can be adapted to provide data for various funders
6. Work with team members to ensure that evaluation data is collected across the different strands of the project, ensuring materials are available and follow up activity to collate data is undertaken.
7. Work with Community Activator to seek and train local volunteers to help with evaluation at events
8. Collaborate with team members to establish the effective roll out of all strands of HOME Slough ensuring back office systems are used effectively and planning tools are in place to manage delivery against schedule
9. Ensure the HOME Slough financial, IT and HR systems and project policies continue to align with those of Slough CVS, working with Slough CVS team members to enable this.
10. Work with HOME Slough Director to support HOME Slough's leadership Consortium, including preparation for meetings, taking notes and follow up activity
11. Support HOME Slough Director in managing external stakeholders including preparing reports and contributing to fundraising applications



12. Assess the admin needs of the team and manage administration volunteers, recruiting and ensuring they are fully supported in their roles
13. Work with the Communications Manager to ensure that project has effective data management policies and processes in place
14. Commit to HOME Slough's Equality and Diversity Policy.
15. Undertake any other duties commensurate with these responsibilities as management may require from time to time.

### **Person Specification**

#### **Essential Experience, Skills and Abilities**

- Experience of large scale project management
- Experience of establishing systems, policies and procedures
- Comfortable reporting at a senior level
- Experience of implementing and managing an evaluation framework
- Ability to manage budgets
- Experience of staff or volunteer management
- Fully competent in MS Office (Word, Excel, Outlook, Powerpoint)
- Ability to work to tight deadlines
- Excellent communication skills
- A team player able to take the lead when required

#### **Desirable Experience, Skills and Abilities**

- Buildings Management
- Stakeholder Management

If you would like to talk to someone before applying for more information please call Marina Norris, Interim Director on 07730 375218.

#### **Application process**

To apply please return:

- a completed application form
- a completed Equal Opportunities form

to [Marina@homeslough.org.uk](mailto:Marina@homeslough.org.uk) by 10am, 3<sup>rd</sup> April 2019. Interviews to take place on the 10th April.