

Independent Arts Projects (IAP) are looking for a well-organised and efficient **General Manager** who will oversee the day-to-day operations of the organisation, including financial management, HR, reporting, and administration.

**INDEPENDENT
ARTS PROJECTS**

Application deadline: **12pm Noon, on Tuesday 22 April 2025**



Job Title	General Manager
Hours of Work	1.0 FTE (35 hours/5 days per week)

Salary	£33,000 per annum
Contract Length	2 years, fixed term
Supported By	Executive Director
Responsible For	Communications & Audience Development freelancer
Location	Independent Arts Projects' office on Dalmeny St., Edinburgh.
Start date	From May 2025 or by negotiation.
Holiday Entitlement	30 days per annum
Probationary Period	6 months
Notice Period	1 month in probation period, 2 months thereafter.
Pension	The company makes a 5% contribution into the company's pension plan on condition that the

	employee makes a minimum contribution of 3%.
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Independent Arts Projects (IAP) works with some of Scotland's most talented and innovative artists and performance makers to develop, produce and tour a programme of productions, arts projects, events and opportunities for people across Scotland and beyond. IAP projects often explore themes of identity and aim to make space for people to be themselves and see themselves.

IAP supports artists to be artists. To lead creative work, to develop meaningful relationships, artworks and experiences with communities of place, practice and identity.

IAP has produced 12 new theatrical works in the 6 years since it's been trading. IAP productions have received four and five-star reviews from national media, sold out shows, and been nominated for awards.

In six years, IAP has come to specialise in facilitating socially engaged arts projects with access and care at their core. Our work and practice have been included in case studies, and shared as examples of good practice, and been presented in 24 local authority areas across Scotland.

Vision:

- IAP contributes to a vibrant community of artists and arts workers who make creative encounters for and with people across Edinburgh, Scotland and beyond.

- Successful work is accessible, fun, meaningful, or transformative. It can be for people to experience passively as audience or actively as co-creators.
- Our artists, audiences and participants are diverse and representative of people of different ages, from different backgrounds, cultures and experiences.

Values

- Access & inclusion - everyone has a right to creativity.
- Becoming anti-ableist & becoming anti-racist - we work towards change.
- Experimentation - making space for creative risk taking.
- Sustainability (environmental, human, & financial).
- Wellbeing & care for people is at the heart of all we do.
- Trust & respect for everybody we work with.

Aims

1. Produce an exciting & experiential programme of arts projects for audiences and participants
2. Develop new pathways for leadership in Scotland's arts sector
3. Develop our audiences, partnerships, profile and impact
4. Build our core team and overall capacity to match the company's vision
5. Develop our human, financial and climate sustainability

Independent Arts Projects Ltd is a company registered by guarantee and a registered charity. Company number SC581505. Charity number SC049294.

Visit our website to view projects:

<https://www.independentartsprojects.com>

Job Description

We are looking for a well-organised and efficient **General Manager** who will oversee the day-to-day operations of the organisation, including financial management, HR, reporting, administration and contribute to fundraising.

Main duties and key responsibilities

- Work closely with the Executive Director to run the organisation in line with the programme and organisational plans

- Administrate and oversee Independent Arts Projects' financial processes, financial and funder reporting, data collection and monitoring, HR systems and processes.

Finance & fundraising

- Financial management for the organisation, including book-keeping, payroll, management of the Xero system and reporting on financial activity.
- Act as bank signatory, make bank payments to suppliers and staff, issue and monitor invoices.
- Manage the organisation's overheads budgets, seeking best value wherever possible.

- Liaise with independent examiners or auditors in the preparation of annual accounts, and submission of Theatre Tax Relief claims, Gift Aid and other relevant matters.
- Develop & deliver the fundraising strategy in collaboration with the Executive Director.
- Lead on monitoring and collation of evaluation, grant acquittals/reports and internal (management & board) reporting.

Operations and administration

- Fulfil IAP's statutory responsibilities including administrating annual returns to Companies House and OSCR.

- Responsibility for health and safety and risk management for the organisation and all projects.
- Maintain organisational policies and procedures including in response to law changes and changes in company ethos.
- Ensure data protection, first aid, safeguarding, and carbon management records are up to date and arrange relevant training and briefing sessions.
- Lead on monitoring and data collection for reporting purposes
- Administrate the Independent Arts Projects' board, organising all meetings, preparing and distributing board papers, minute-taking
- Ensure appropriate insurance cover is maintained

- Manage and maintain the office and storage facilities including liaising with landlords, purchasing & maintenance of equipment including PAT testing of equipment, and maintaining the IAP inventory.
- General administration.

HR

- Lead on HR including recruitment, induction, training of staff and administration of Disclosure Scotland checks
- Ensure HR records, including annual leave allocations are up to date and recorded

- With the Executive Director have oversight of all staff and project contracts ensuring they are in line with current employment legislation
- Liaise with payroll to ensure all payments are calculated in time, arrange timely payment of wages and ensure payroll administrator is kept up to date of any changes to contracts
- Update and maintain the staff handbook and freelancers' handbook
- With sensitivity and discretion, collate & hold access requirements in order to support all staff in their work

Other

- Line management & supervision of any Communications and Audience Development staff (not currently in the staff)
- Work within the organisation's policies, including health & safety, and safeguarding
- Participation in organisation meetings and events as required
- Attend training as and when required
- Represent the organisation positively at events and advocate for the organisation within the sector and beyond
- Any other duties appropriate to the post and organisation

Person Specification

Skills, Attributes and Experience	Essential	Desirable
Experience of managing a small arts or third sector organisation	✓	
Excellent administration, organisational and management skills	✓	
Ability to communicate and influence effectively	✓	
Good IT skills	✓	
Knowledge of financial management and book-keeping	✓	

Ability to manage multiple priorities, meet deadlines and manage a busy workload	✓	
Experience of managing challenging or sensitive situations	✓	
Knowledge of HR and people management	✓	
An ability to work as part of a small team and build relationships with staff, freelancers, funders and partners	✓	
Commitment to promoting & embedding diversity, equity,	✓	

inclusion, belonging and justice in working practices		
Commitment to embedding environmental sustainability in working practices	✓	
Ability to think strategically and work efficiently	✓	
Experience of data collection and monitoring, evaluating projects and writing reports	✓	
Knowledge of Xero book-keeping software		✓
Experience applying for and securing funding from trusts, foundations and private sources		✓

Knowledge of socially-engaged arts practices and/or inclusive theatre production in Scotland or UK.		✓
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How We Work

We are building a small arts organisation that aims to put access and care at the heart of all we do. We want the organisational culture to reflect our values and this central ethos.

The Team

The General Manager will join a core team that consists of the Executive Director Mhari Robinson (full-time) and Producer Nina



Figure 1: Nina (left) and Mhari (right)

Doherty (4 days a week). All other staff (creative and/or freelance) work remotely in arts & community spaces or on a hybrid basis though some visit the office more than others.

Office

We have a first-floor office to the front of the building at Out of the Blue Drill Hall, 36 Dalmeny Street, Edinburgh, EH6 8RG. The office is not step free but accessed by a minimum of 6 steps. The ground floor of the building is step free and has a Café, exhibition space and meeting rooms available. Staff can access a discount in the Café which serves a range of soups and other tasty things. There's also a shared kitchen with microwave for all tenants.

The office is off Leith Walk and accessible via bus, tram or a 25-ish minute walk journey from Waverley train station.

Working patterns

Independent Arts Projects workflow changes throughout the year with some busier and some quieter periods. It's important that our employees can work with us flexibly. We are looking for someone who can be based in or nearby Leith / Edinburgh.

We operate an office-based or hybrid working model. Generally, full-time staff are expected to work in the office three days a week (Tuesday to Thursday) and part-time staff are expected to work two days a week (Tuesday and Thursday) with the option to work from home or in the office for the remaining contracted hours, subject to preference.

Office hours are flexible but generally based on or around 9am – 5pm, however there is a level of flexibility here for those that

require slightly different working patterns, to be agreed on an individual basis.

The representation across our current team and board is mainly female, with disabled, neurodivergent, LGBTQIA+ and ethnically diverse representation.

Applicants

We encourage applicants from different backgrounds with different experiences, skills and stories to join us and develop our working practice. We actively welcome candidates with protected characteristics and those who are currently under-represented in the arts including; people experiencing barriers due to socio-economic background, people who self-identify as LGBTQIA+, people who self-identify as D/deaf, people who self-identify as

Disabled or Neurodivergent and those returning to work who have caring responsibilities. Ethnically diverse people who have experienced racism including people who are from African and Caribbean diaspora, Latinx, the East Asian Diaspora, the South East Asian Diaspora, from the South Asian Diaspora, West Asian Diaspora (including Middle East), Indigenous people, bi-racial / mixed heritage or who also self-identify as a Person of Colour or Black, or from the Global Majority we may use BIPOC+ to refer to people from these identities.

Recruitment timeline

Job pack goes live	Week of Monday 10 th March
30-minute 1-to-1 Zoom sessions with the Executive Director	<u>11am – 3pm, Friday 28th March</u> <u>11am – 3pm, Thursday 3rd April</u>

Deadline for applications	12pm noon, Tuesday 22nd April 2025
Interviews (Edinburgh)	9am – 5pm, Thursday 1 st May 2025
All applicants notified of outcome	By Monday 12 th May

About the application process

- We will offer feedback to all applicants that apply.
- Applications will be assessed and scored by the Executive Director, against the person specification. The highest scoring applicants will be invited for interview.
- Shortlisted applicants will be sent interview questions at least 48 hours in advance of the interview.
- Interviews can take place in person (in Edinburgh) or online via Zoom.

- Interviews will be with Mhari Robinson, Executive Director & Ayo Schwartz, trustee.
- We operate a 'blank slate' assessment process, meaning that each applicant is scored anew at application and then interview stage.
- An offer, subject to positive references will be made following interviews.
- We reserve the right not to appoint.

Before you apply

If you have any questions, you can either:

- email jobs@independentartsprojects.com with your questions and we will get back to you, or

- book a 30-minute 1-to-1 Zoom session with the Executive Director via the following link <https://calendly.com/iaprojects/30min> at 11am - 3pm on Friday 28th March and Thursday 3rd April

How to apply

- Please apply by sending a CV (maximum 2 pages A4) AND covering letter (maximum 2 pages A4) in no smaller font size 12 attached by email to jobs@independentartsprojects.com
- Your covering letter should cover the points mentioned in the person specification.
- Please ensure you include an email address, phone number and location in your CV.

- Refer to the job description, outlining relevant experience and information as to why you believe you are the right person for the post.
- Please include contact details for 2 referees. We will contact your referees after we make an offer subject to references.
- Alternatively, applicants can send a link to a maximum 10-minute-long video that outlines the above information.
- Please complete our [Equal Opportunities Monitoring form available here.](#)

You do not have to complete the Equal Opportunities Monitoring form. However, it is a useful tool for helping us to monitor the effectiveness of our recruitment process. In accordance with the Data Protection Act 1998, the information you have provided will only be used for the purpose of equality monitoring.

Thank you so much.

Please visit us at www.independentartsprojects.com