

# General Manager Job Pack



Please find enclosed information on the General Manager role. To apply you will need to submit an up to date CV and cover letter that includes information outlined below.

**Applications open:** Thursday 8 February 2024

**Deadline for applications:** 23:59 Tuesday 19 March 2024

**Interviews:** w/c 1 April

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For access queries, including any alternative formats, or if you have any difficulty completing the online form, please contact [applications@codadance.com](mailto:applications@codadance.com)

Thank you for your interest in this role and CoDa Dance Company.

# General Manager

## Application Guidance Notes

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
Read guidance notes	To ensure you send the best application you can, so you're more likely to be shortlisted.	
Research CoDa Dance Company	This will tell you about who we are and the work we do. You can find more info about us on our website - <a href="https://codadance.com">codadance.com</a> and our <a href="#">Trustees Annual Report for 2022-23</a>	
Read the brief	This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight in your CV and cover letter.	
Read the person specification	These are the minimum requirements for the role. It is important that you clearly demonstrate these in your CV and cover letter.	
Respond to the application questions	Whether you submit a text / video / audio-format cover letter, please include all areas of information outlined application questions as fully as possible and upload an up to date CV. Remember to include all relevant experience, including transferable skills, voluntary work, placements etc, along with paid employment.	
Submit your application	You will receive a confirmation email. If you have any difficulties with your application contact us via <a href="mailto:applications@codadance.com">applications@codadance.com</a> <b>Deadline:</b> 23:59 Tuesday 19 March 2024 We cannot accept applications after this time.	

## About the General Manager Role

CoDa are seeking an experienced General Manager to work closely with the Executive Director and Artistic Director to effectively manage, coordinate and administrate the company in our second year as an Arts Council England National Portfolio Organisation and ongoing position as a charity.

The General Manager will be excited about joining a small yet ambitious dance charity and will enjoy acting as a lynch pin across company activity and development. The role requires someone experienced with managerial skills and products and who wants to add value to realising the organisation's creative ambitions. If you have a strong eye for detail, excellent administration and financial skills, and oversight of easy systems that can enable ambitious and exciting arts and health works, we want to hear from you.

**Contract:** Full Time (4 days per week or equivalent hours)  
April 2024 - March 2025, with option to extend throughout NPO term  
3-month probation period

**Salary & Benefits:** up to £32,000 per annum (dependent on experience)  
25 days holiday per annum + bank holidays + closure between  
Christmas and New Year  
3% pension contribution via NEST

**Hours:** Office hours are between 9am-6pm Mon-Fri. Evening and  
weekend work may (rarely) be required to support large public  
events,  
for which TOIL (time of in lieu) will be given.

**Location:** Remote working, with 2-4 days per month in-person working at  
CoDa's office in Grays, Thurrock or Brighton.

**Reports to:** Executive Director

**Works with:** Executive Director, Artistic Director, Finance Manager, RHN Project  
Manager, Fundraising Officer, Artists and other contractors.

# CoDa Dance Company

## Who We Are

**CoDa is an award-winning, socially driven, female- & disability-led dance company telling real life differently.**

CoDa has a 10-year track record of creating site-specific, Extended Reality and stage productions, alongside exceptional inclusive workshop and education programmes. We are committed to working with marginalised people, with a particular focus on neurological conditions and those who would not otherwise access dance.

CoDa specialise in dance and neurology, delivering exceptional participatory projects in hospitals and communities for people that experience neurological conditions and disabilities, including (but not exclusively) Multiple Sclerosis, Parkinson's, and Acquired Brain Injury. We give people joyful and meaningful experiences that inspire creativity and curiosity.

## Current Work

***Don't Look Down*** is a scalable installation featuring multiple digital art works for community and arts spaces, that builds on CoDa's ongoing artistic research into how dance and creative technologies can illuminate the lived experiences of neuro-disabled people.

We use clever sensor technologies with stunning digital design, presented on extra-large tv screens, to offer interactive experiences that get people moving and lead audiences into the world of neurological disabilities. Alongside this we fuse contemporary dance with virtual and augmented realities in short digital dance films that illuminate the stories of the neurologically disabled Lived Experience Consultants who collaborate on creating our artistic works. The installation will tour hyper-locally in Thurrock during 2024, regionally across Essex in 2025, and beyond in 2026.

***"I think the interpretation of what we said collectively, and how you grasped it artistically and interpreted it through dance was incredible."*** - Lived Experience Consultant

***Dance for Neurology (DfN)*** is a programme of weekly therapeutic dance sessions we deliver on 9 wards at Royal Hospital for Neurodisability and are growing our DfN activity in community settings throughout this NPO term. Our pioneering inclusive methodology gets every body moving and dancing, including those with profound neurological disabilities. We are currently evolving our DfN methodology to integrate creative technologies to deliver even greater health and wellbeing outcomes.

## What's Coming Up in 2023/4

CoDa's inclusion in ACE's prestigious National Portfolio (2023-26) marks a significant milestone in our journey as a dance company. We are thrilled to be recognised for our dedication to artistic excellence, innovation and our ambitious vision for pioneering digital dance works that challenge perceptions of disability. Continued multi-year funding from National Lottery Community Fund and City Bridge Trust enables us to increase the reach of our DfN programme, grow our delivery team, and develop our talent development offer.

Our priorities for 2024 include: expanding our immersive and digital dance practice; touring *Don't Look Down* to community spaces, arts venues and festivals; researching new models for making and touring dance to reach new and underserved communities; devising fun evaluation tools in extended realities; growing our community delivery outside hospitals; integrating extended reality tech into our DfN delivery; growing our staff team (incl creating PAYE roles); and deepening our relationships and partnerships with local networks in Essex, especially those in the Thurrock area where we're based.

It's an exciting time for us and we hope this General Manager role extends past this initial contract throughout the NPO.

## Job Description & Responsibilities

### COMPANY MANAGEMENT

- Manage, coordinate and administrate company wide activity, line managed by CoDa's Executive Director and working closely with CoDa's Artistic Director and other staff
- Ensuring excellent and productive working relationships and practices in the CoDa staff and creative teams, ensuring all team members have the resources and information required to support their role
- Maintain excellent operational systems for CoDa and its work
- Manage company calendars and project management tools, working closely with senior management team (SMT), PAs and access support workers
- Manage administration of making CoDa's work accessible, incl arranging accessible travel and accommodation for disabled staff, collaborators and partners
- Support Marketing team to deliver company wide communications and marketing activity, ensuring they have up to date and relevant information

- Ensuring the development and implementation of key policies for the organisation including: Safeguarding, GDPR, Risk, Health & Safety, Access, Inclusion & Diversity, Sustainability, etc
- Lead on updating company documentation as required, incl offer documents
- Service the work of the board, supporting the Secretary to prepare and circulate papers for meetings, organising Away Days/AGMs, etc

## ADMINISTRATION

- Act as the first point of contact for the company responding to emails and directing queries
- Maintain, update and efficiently manage CoDa's cloud-based Google Drive, working closely with the Executive Director
- Drafting contracts for employees, freelancers, self employed, and Ltd Company staff/collaborators
- Administrate recruitment drives
- Support HR processes and practices including updating company policies and onboarding documents, coordinating inductions, recruitment, and end of contracts, working closely with Executive Director
- Ensure Trustee and staff information is kept up-to-date
- Research events and conferences relevant to CoDa's delivery throughout the year, mapping them into company calendar

## HEALTH & SAFETY

- Ensure all staff and freelancers receive onboarding documentation and training is provided to support safe working practices where required
- Ensure that where qualifications are required, for example in Safeguarding and/or Health & Safety, accurate records are kept for all members of the staff team
- Maintain and administrate DBS (Disclosure and Barring Service) system for the company and its staff and creative team.

## EVALUATION & REPORTING

- Support the Executive Director in ensuring the reporting and evaluation of CoDa is carried out, delivered on time and meets stakeholder, commissioner and partner requirements

- Lead on collation of required data, testimony, case studies, and research outcomes for the company and its projects
- Lead on data capture for quarterly and annual NPO reporting to Arts Council England, with support from Executive Director
- Support data capture and reporting for activity at Royal Hospital for Neuro-disability, in collaboration with RHN Project Manager and support from Executive Director.

## FINANCE

- Support the work of the Finance Manager including day-to-day financial administration of the company
- Administration and reconciliation of artist invoicing and payments, working alongside Finance Manager and Artistic Director
- Make company purchases, incl stationary and tech equipment, with sign off from SMT
- Ensure financial documents and paperwork are up to date and submitted on time, working closely with Finance Manager and Artistic Director
- Ensure recurring subscription and membership payments are made on time and accounts are up to date
- Contribute to CoDa's financial reporting to the board, sub-committees, funders, auditors and other stakeholders as required
- Contribute to the preparation, monitoring and updating of project and core budgets, cashflow and monthly reporting systems, working closely with Finance Manager
- Liaising with the accountant as required.

## GENERAL

- Take responsibility for own administration, devise and implement appropriate processes and procedures to achieve agreed objectives.
- Attend weekly / regular staff meetings, report on relevant areas of work and disseminate information as required
- Attend relevant training as required
- Advocate for the organisation's work within the sector and beyond
- Any other duties appropriate to the post and organisation.

# Person Specification

You will be a capable, personable, and experienced General Manager who thrives on supporting organisations to run effectively and efficiently. You will enjoy developing and leading effective administrative, financial and operational systems and will be organised and diligent. You will relish the prospect of working in a small, ambitious and dynamic arts charity and have an interest in contemporary arts, the value of the arts in health settings, and understand the social and cultural value of CoDa's work.

## Experience & Skills Required

### Essential

#### Experience & Skills

- Expertise in company management, office management, company-wide administration or equivalent in a complex organisation
- Financial administration experience and knowledge of working with budgets and cash flow
- Experience of reporting and monitoring
- Experience of creating and maintaining systems and processes
- Experience working in a strongly digital environment and ability to work with computer systems, software and spreadsheets, plus a willingness to learn about and adopt new technologies
- Strong communication skills, both written and verbal
- Able to tailor communications to different groups, including members of the public, disabled participants, artists, and stakeholders
- Highly organised and strong eye for detail
- Able to manage a broad range of tasks, both time limited and ongoing and to be self-sufficient with time and task management
- Comfortable working remotely with colleagues and external stakeholders
- Strong project management skills: able to focus on the essential, prioritise, dive into the detail, and thrive in simplifying the ambiguous into actionable plans across simultaneous workstreams
- Proficient in using remote working tools (incl Google Suite [ie Drive, Docs, Sheets, etc])
- A flexible and collaborative approach, with the ability to support team members in all areas and at all levels
- Experience of or interest in access and inclusion at work
- Transferrable skills relevant to or experience of supporting neurodiverse senior level staff in project management and/or day to day working.



## Desirable

- Experience in a similar role for an arts organisation or charity
- Experience of working in the wider creative industries sector, for example as an employee, freelancer, board member or volunteer
- Experience of and interest in access and inclusion in the arts, especially in relation to disability and neurodiversity
- Awareness of own inclusive working practices (as in, you are aware of how your working practices are inclusive and accessible and you can describe this to us)
- Knowledge and experience of delivering HR policies and procedures
- Experience of financial planning and reporting including budgets, forecasting, cashflow and management accounts
- Line management experience
- An understanding of the needs and demands of working in a small team
- Experience managing and administrating artistic research residencies and touring
- Understanding of health and safety legislation in an artistic or events context
- Brand awareness: CoDa positioning, competitor positioning
- Understanding of the dance, tech and/or arts for health sectors in the South East.

## Required Behaviours & Attitudes

- Flexible with changing requirements and practices
- Approachable with both colleagues and external stakeholders
- Accepts accountability for goals, deliverables and impacts of own behaviour
- Communicates clearly, honestly and consistently
- Commitment to contributing to an inclusive workplace and working practices
- Commitment to collaborative and supportive team working
- Takes on board constructive feedback
- Focuses on solutions, not problems
- Acts on own initiative
- Takes into account the long-term interests of the organisation
- Willing to challenge the status quo confidently without becoming confrontational.

## How We Work

### Our Team

We are a friendly, collaborative team of seven who work hard to produce exceptional work within a generous and caring environment. We are: Founder & Artistic Director, Nikki Watson, Executive Director, Elise Phillips, Finance Manager (PT), Maria Minett, plus Project Manager (DfN, PT, freelance), Jodie Honeybourne, Fundraising Officer (PT, freelance), Tina Carter, and Marketing Managers (PT, freelance), Chloe Barker and George Harris.

Additionally, we contract artists and other freelancers for time limited project activity as required.

### **Our Culture**

- Care in the workplace is our highest priority
- Access and inclusion is integrated throughout the charity - from community sessions through to 'office' meetings. We share our Access Riders with new staff and partners as early as possible and invite staff, collaborators and partners to share with us the parameters that enable them to work at their best too
- We are deconditioning ourselves from urgency culture, it's an ongoing process and practice
- We aim to create and hold spaces that are safe, kind, open and honest and empathetic
- We believe in calling in not calling out
- We operate on the belief that we control the work, it does not control us. Everyone has the agency to create a working environment that they want to work in.
- We don't have all the answers and invite a collaborative way of working, inviting people's expertise.

### **Systems**

We use cloud based systems to enable collaborative working including Google Drive and Asana. We use Xero accounting software. We work openly, storing all documents on shared drives, adapting access permissions as necessary.

### **EDI Statement**

CoDa is committed to being an Equal Opportunities Employer for all roles and contracts. We welcome applications from all suitably qualified persons regardless of their gender, disability, race, culture, religion/belief, sexual orientation, age, socio-economic background, class, mental health, or caring duties.

As a disability-led organisation, we encourage disabled applicants to apply. If you are unsure about applying, please talk with us about any concerns you might have.

Please note, this contract is open to people who already have the right to live and work in the UK, as CoDa is not currently in a position to sponsor a work visa.

## **How To Apply**

If you'd like to be considered for the role of General Manager, please email us an up-to-date text-based CV detailing your experience and transferable skills that are relevant to the Job

Description & Responsibilities and Person Specification, along with a cover letter outlining the following:

- why you want this role
- which aspects of the Job Description and Person Specification you meet most strongly
- what you think you could bring to CoDa Dance Company
- the name, address, and email addresses for two relevant referees, stating how they knew you e.g. line manager when I worked at X company, or work experience manager at Y museum. We will only contact referees post-interview and will let you know first if they will be contacted.
- confirm that you are available on at least one of the interview days.

You can alternatively submit the cover letter via a video or audio file (please provide a hyperlink for this not a file to download). CoDa's Executive Director is hearing impaired, so video and audio submissions need to include accurate subtitles or captions.

Please submit an [Equal Opportunities monitoring form](#) online, together with your emailed submission to: [applications@codadance.com](mailto:applications@codadance.com). Ensure that you submit it by the closing date for applications.

**Applications open:** Thursday 8 February 2024

**Deadline for applications:** 23:59 Tuesday 19 March 2024

**Interviews:** 25 & 28 March 2024

Interviews will be held remotely using video conferencing. There will be a formal set of interview questions from a panel, which we will email to each applicant invited to interview.