

# **General Manager (Maternity Cover) Applicant Information Pack**

**Job Title:** General Manager (Maternity Cover)

**Hours per week:** 2 days (15 hours)

**Salary:** £10,800 pro rata (FTE £27,000)

**Contract:** 6 months November 2020 - April 2021

**Coach:** CEO

**Applications Open:** Monday 21st September

**Application Deadline:** Thursday 15th  
October

**Interview Date:** Monday 19th October  
Via Zoom

## **Introduction and how to apply**

Thank you for your interest in the role of General Manager (Maternity Cover) at Unity. Please find information about the role and the person specification in the following pages. Before you fill in the application form make sure you have read all the detail here.

Please then use the application form to tell us all about how your interests, experiences and skills relate to this role, or you can email us a link to a video application answering the same questions. Videos should be no longer than 5 minutes. Please note we will not be accepting CVs for this role.

Please send your application form or video link to **info@unitytheatre.co.uk** by Thursday

15th October 2020. Shortlisted applicants will be interviewed online on Monday 19th October via Zoom.

If you would like further support information, support with access requirements or a chat about the post, please contact **info@unitytheatre.co.uk**.

Thank you and we look forward to receiving your application.

## **Unity's Mission**

We unite through creative experiences to explore an ever-changing world and our part in it.

Unity is an arts organisation that provides space and opportunity for people to be creative, enjoy high-quality entertainment, and celebrate the communities of Liverpool. We work together to inspire creative risk and achieve a more fair and accessible world. Unity can be experienced in our iconic building, out in the city and online for as many people as possible to enjoy.

## **Your Core Responsibilities**

Unity team members work towards both core and agile responsibilities. The core responsibilities are your fundamental tasks. At times you may be required to deputise for others.

- In collaboration with Unity's outsourced Financial Management provider, manage financial administration of the charity including tracking invoices, and collating payroll, supervising overhead spend.
- Complete the development of Unity's current Business Plan, in accordance with funding requirements and Unity's long range strategy.

- Monitor and evaluate Unity's practice against existing Business Plan objectives.
- Administer Unity's new Talent Development programme to ensure all objectives are achieved in accordance with funding.
- Work with our HR consultants, to ensure HR policies are updated and put into practice in accordance with changes in legislation.
- Collate and distribute board papers and take minutes of Trustee meetings. Submit audited accounts to Company's House and the Charity

Commission.

- Ensure health and safety requirements , documentation and training are actioned in accordance with current legislation and insurance needs, including chairing Unity's Health and safety committee



## **Team Objectives**

- Share high quality creative experiences with Liverpool audiences
- Develop and support local artists, ensuring diverse Liverpool artists succeed onto national stages
- Platform and celebrate local communities, developing long term meaningful relationships and offering creative opportunities for participants and audiences
- Contribute to an understanding of the need for an accessible, more supportive society

- Ensure long-term financial viability with a model that sees continued growth in commerciality, partnership work; is applicable for Government subsidy, flexibly responds to changes, and further diversifies income streams

## **Person Specification**

- Excellent leadership, business and management skills
- Evidence of high-level organisational ability
- Evidence of successful financial management and budget monitoring
- Evidence of stakeholder relationship management
- High level communication skills and an excellent manner when dealing with the public, stakeholders and industry colleagues

- Evidence of capacity to work collegiately and to be work flexibly according to shifting priorities and objectives
- Experience of managing teams of staff to effectively achieve goals and to work cross departmentally
- A pro-active and positive approach to solving problems in a prompt and independent manner
- An ability to be flexible to business need and work calmly and effectively under pressure;