



General Manager

Application Pack
2024



Thank you for your interest in the role of General Manager at The Javaad Alipoor Company (TJAC).

This pack contains:

- Information about the company
- How to apply
- Job description
- Summary of terms

If you'd like this document in a different format, please contact recruitment@javaadalipoor.co.uk.

ABOUT THE JAVAAD ALIPOOR COMPANY

The Javaad Alipoor Company is a contemporary theatre company that makes work for a changing world and a global audience. Rooted in experimental and multi-platform practice the Company's work asks the most pressing questions we all face, with a commitment to internationalism, complexity, diversity and fun. We make work for the 21st Century, transforming what people think theatre can be and what it can do.

TJAC was founded in 2017 by writer, director and artist Javaad Alipoor. It grew out of his experience running community theatre projects in Bradford, mutating this DNA into work that can move and find interlocutors around the world. Over the past six years, under Javaad Alipoor's artistic direction, the Company has developed a signature brand of theatre that explores the complexities and contradictions of the 21st century, making new work with diverse artists for diverse audiences and communities.

Our work is rooted in international collaboration and contemporary politics. We work across disciplines with a portfolio that includes theatre, podcasts, digital performance, research, analysis, dramaturgy, and new writing.

We recommend you read the [company's manifesto](#) to get a sense of our work:

TJAC is led by Artistic Director and CEO, Javaad Alipoor, with Executive Producer, Fenella Dawney. The Javaad Alipoor Company is the trading name of Northern Lines, a Charitable Incorporated Organisation (CIO) based in Manchester.

DIVERSITY & EQUAL OPPORTUNITIES

As a company lead by a British-Iranian, Manchester-based and Bradford-built Director, we are passionate about diversity, and we are committed to building a team that fairly represents our audiences and collaborators.

We know that diverse groups of people make better decisions. We would particularly like to encourage applicants from black, Asian and minority ethnic backgrounds and disabled people to apply for this role.

The Javaad Alipoor Company strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures.

If you are from an ethnic background underrepresented in our sector or have a disability and demonstrate you meet the essential criteria, we can guarantee you will be invited for the first interview.

Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.



HOW TO APPLY

If you wish to apply for the position, please provide the following information by **10am, Monday 8 July 2024**

- A comprehensive CV detailing your education & previous, relevant work experience.
- A covering letter (maximum two A4 sides) describing your suitability for the position and specifically how your experience matches the role, job description and person specification.
- A completed equal opportunities form. Completion of the form is optional and will be kept separate from your application. It will not be seen by the recruitment panel or form any part of the assessment of your application. Any information you provide on this form will only be used by The Javaad Alipoor Company to better understand our reach and help improve future recruitment.

Applicants should also provide contact details for two references; we will seek your permission before making direct contact with any referees. Please note that it is likely we will seek to take up one reference for candidates progressing to the second interview, prior to making an offer. This will be discussed at the first interview. All offers of employment will be subject to the receipt of satisfactory references. All applicants must be eligible to work within the UK.

Please submit your application by email with 'General Manager' in the subject line to recruitment@javaadalipoor.co.uk.

RECRUITMENT TIMELINE

Application Deadline: **10am, Monday 8 July 2024**

Interviews

First round: **w/c 8 July 2024**

Second round: **w/c 15 July 2024**

Contract commences: **as soon as possible.**

JOB DESCRIPTION

ROLE SUMMARY

Responsible to: **Executive Producer**

The General Manager is a crucial member of the core team at The Javaad Alipoor Company, managing day-to-day operations and supporting the company for 2024 – 2027 at an exciting time of growth as we work towards two major projects in 2025 and 2026, and continue to deliver as an Arts Council England National Portfolio Organisation (NPO).

Working closely with the Executive Producer, The General Manager is responsible for ensuring the smooth running of our finances and operations, including office and HR management, sustainability, funding reporting, and policies and processes.

They will support the Executive Producer with income generation activities and lead on NPO reporting.

ACCOUNTABILITIES

- Manage and maintain all aspects of the smooth running of the office, including the design and implementation of effective office systems and procedures.
- Be accountable for all aspects of the people life cycle for staff and freelancers: including HR policies and procedures, recruitment, induction, and training, pastoral support, and care.
- Design and implement all organisational policies and procedures and oversee staff training.
- Manage and maintain the company's end to end financial processes including working with accountants to produce annual accounts and liaising with budget leads on spend; also, management accounts, cashflow, payroll, bookkeeping, bank reconciliation and VAT returns.
- Lead on reporting for all aspects of JAC, including the NPO annual report.
- Ensure the company is fully insured for the activity undertaken.
- Act as sustainability lead, keeping the strategy up to date and ensuring the company is meeting sustainability goals.
- Work with the team to identify opportunities for fundraising and income generation strategies, including support for bid writing.
- Be Health and Safety Lead for the office.
- Support cultivating and managing relationships with a range of stakeholders and partners that may not be project specific but company relevant.
- Attend network meetings to ensure you stay up to date on industry best practice and innovation.
- Undertake any additional tasks as may be required by the Artistic Director and Executive Producer.

PERSON SPECIFICATION

You will have in depth experience of financial management, operations and company policies.

You will be a motivational team leader, supporting team welfare and ensuring staff wellbeing.

You will have demonstrable experience in managing HR systems and processes.

You will bring enthusiasm and energy to your work, with a commitment to diversity and inclusion.

Skills & Attributes

- Self-motivated, proactive, and rigorous in your attention to detail.
- Excellent time management skills and ability to manage workload effectively.
- Excellent organisational and administrative skills.
- Able to adapt and respond to changing circumstances and work through problems methodically & practically.
- A proven ability to work independently or with people from a wide variety of backgrounds, creating accessible workplaces and projects.
- A positive, approachable, can-do attitude with the ability to be flexible and adaptable.
- Excellent and confident communication skills.

Knowledge & Experience

Essential

- Minimum three years of General Management experience.
- Experience of working with various financial systems and processes.
- Experience of managing multi-year company budgets of £250,000+.
- In depth understanding of HR best practice and protocol.
- Proven ability to deal with multiple work-streams with a range of deadlines.
- Excellent understanding of widely used financial software, including QuickBooks.
- High digital literacy, with a good working knowledge of Microsoft Office packages and Sharepoint.
- Experience of effective line management and pastoral care.

Desirable

- A good understanding of the UK theatre industry, and a passion for live theatre.
- Knowledge of Employment, Freelance and Procurement Contracts and current contractual legislation.
- Experience of reporting to multiple and complex income sources.
- Experience of Arts Council NPO reporting.
- Experience of working on projects with diverse community groups.
- Experience of fundraising.
- Working knowledge of platforms such as Slack or Asana.
- Previous experience as safeguarding officer (or higher).

SUMMARY OF TERMS

SALARY:	£35,000 - 38,000 per annum (dependent on experience)
CONTRACT:	This role is full time, fixed term to July 2027 (with option to renew). Flexible working is considered for the right candidate.
ANNUAL LEAVE:	25 days holiday per annum + UK bank holidays (holiday year runs 1st April to 31st March).
PENSION:	3% employer contribution
WORKING HOURS:	Standard 40 hours (including lunch break) per week (usual office hours 10am-6pm). Due to the nature of the role, some evening or weekend work may be required.
PLACE OF WORK:	Our company is Manchester-based, however we're open to applicants from outside of the North West.

If you have any questions, please contact us at recruitment@javaadalipoor.co.uk.

We look forward to receiving an application from you!