



General Manager
Recruitment Pack 2024



Dear candidate,

Thank you for your interest in the position of General Manager at Kazzum Arts.

In this recruitment pack you will find:

- Background information about the organisation
- Job description
- Person specification
- Application form (downloadable from website)
- Equal opportunities monitoring form (downloadable from website)

If you would like to apply for the role, please email:

- A completed application form
- A completed equal opportunity monitoring form

The deadline for applications is **Thursday 28th March 2024 at 12pm**. Applications should be emailed to recruitment@kazzum.org.

Shortlisted applicants will be notified on **Wednesday 3rd April 2024** if they are being invited to interview. Interviews will take place on **Thursday 11th April 2024** on Zoom or in person depending on the candidates preference. Shortlisted candidates will be asked to complete a task in advance.

Kazzum Arts is an Equal Opportunities employer and is committed to equality and diversity within our workforce and all opportunities. We welcome expressions of interest from people who have lived experience of the issues facing the communities we serve and who identify as Black and global majority, disabled and those from under-represented backgrounds.

The successful applicant will be required to undertake a DBS check. Please note due to limited resources, unfortunately, applicants not shortlisted for the first round of interviews will not be informed.

Should you have any questions about the role after reading this pack or require support to apply please don't hesitate to contact me at recruitment@kazzum.org.

We look forward to receiving your application.



Lauren Irving
Executive Director

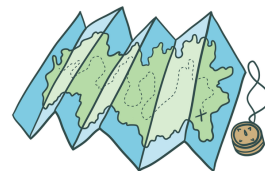
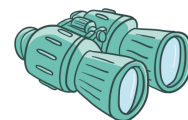
ABOUT KAZZUM ARTS

VISION AND MISSION

Kazzum Arts is a trauma-informed arts organisation providing creative opportunities for children and young people who have been impacted by trauma and adversity.

Our Vision is that: All children and young people can experience hope through creativity.

Our Mission is to: Use creativity to enable children and young people who have been impacted by trauma and adversity to feel seen, heard and valued.



CURRENT PROGRAMMES

Kazzum Arts facilitate multi-disciplinary arts projects which encourage social and reflective skills, enabling children and young people aged 5-25 to foster positive relationships and experience an increased sense of wellbeing.

Our programmes lay the developmental and social groundwork for happier, healthier futures and are informed by an understanding of adverse childhood experiences and their impact upon child mental health.

The organisation has significant expertise in working with young people who have social, emotional and mental health issues, communication needs and physical impairment as well as those who are living with trauma, displacement or within areas of social deprivation.

Our trauma-informed approach enables young people to engage in creative arts as a means of building confidence, communication skills, creativity and engagement in learning, supporting young people to build healthy relationships to others and the world around them.

OUR CURRENT PROGRAMMES

PATHWAYS

'Pathways' is a creative wellbeing programme for young refugees, asylum seekers, and new and undocumented migrants aged 13-25.

PRIMARY COLOURS

Providing artistic opportunities for children (5 – 12) with social, emotional, mental health & cognitive needs, in hospitals, PRU's & mainstream school environments

PROFESSIONAL PRACTICE

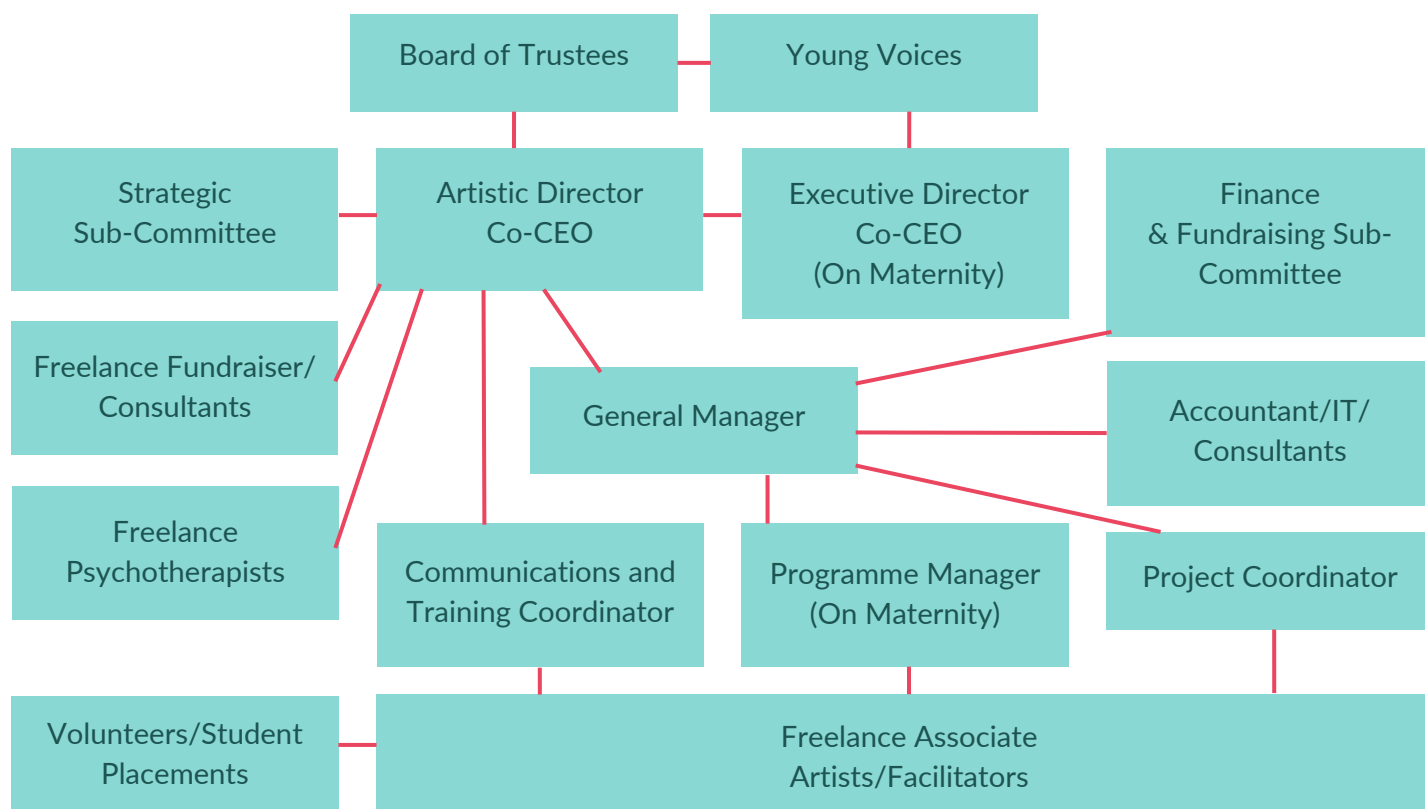
Advocating for trauma-informed practice through the delivery of training, consultation & sector development activity supporting individuals & organisations to contribute to a thriving, ambitious sector.

To find out more about the projects please [visit our website](#) or [download our Strategic Plan](#).

View our latest impact report 2022-23 [here](#).
Download our Amplify Youth Voice Guide [here](#).
View our accounts [here](#).

Click [here](#) to find out more about the team and our history. Explore our social media channels:
W: www.kazzum.org T/X: [@KazzumArts](https://twitter.com/KazzumArts) F: [@Kazzum](https://twitter.com/Kazzum) I: [@kazzumarts](https://www.instagram.com/kazzumarts)

ORGANISATION STRUCTURE



Kazzum is a Company Limited by Guarantee with charitable status. Responsibility for the company lies with a Board of Trustees (currently numbering eight) who meet the staff team on a quarterly basis to advise on strategic development.

The General Manager will support the organisation whilst staff are on maternity leave. The role will comprise of office/project-based working in London with some remote working where suitable. You will join a staff team currently comprising an Artistic Director (0.9 days/week), Project Coordinator (0.7 days/week) Communications and Training Coordinator (0.7 days/week), a freelance Fundraiser (0.1 days/week), and a pool of freelance Artists who are employed on a project-by-project basis. Click [here](#) to find out more about the team.

Kazzum Arts is committed to building resilience in staff and providing a supportive environment that is aware of and responsive to the impact of trauma in the lives of individuals. We do this through:

- Realising the prevalence of trauma, its impact, and understand potential paths for healing and post-traumatic growth.
- Recognising how trauma affects all individuals involved within our programme of activity and organisation, including our workforce.
- Responding to trauma by fully integrating knowledge about trauma into policies, procedures, and practice.
- Resisting re-traumatization and the impact of secondary trauma through training, support opportunities and promoting protective factors and self-care.

All staff members have access to an 24/7 Employee Assistance Programme and regular team reflective practice sessions. Staff are also encouraged to participate in training opportunities including Trauma Awareness.

GENERAL MANAGER JOB DESCRIPTION

Job Description

Position: General Manager (Maternity Cover)

Salary: £36,000

Reports to: Artistic Director and Kazzum Board of Directors

Responsible for: Project Coordinators and Volunteer Staff, Freelance Fundraiser, accountant, payroll provider, pension provider, IT support provider.

Hours: 40 hours per week. Office hours are typically 10-6, but with occasional working evening and weekends, for which Time Off in Lieu will be given.

Leave: 25 days (excluding bank holidays)

Pension: 5% contribution from Kazzum

Location: This role will be mostly based at our office in Bethnal Green with some homeworking.

Probationary Period: 3 months

Notice Period: 1 month

Terms: This role is a fixed term maternity cover contract for up to 13 months.

About the role:

The role is primarily focused on ensuring the company's operational efficiency and financial stability. This involves overseeing compliance with legal and statutory requirements, managing financial operations, supporting fundraising activities and maintaining company and office management. Additionally the role encompasses significant responsibilities in human resources, including staff recruitment, motivation and training as well as project activities to ensure that activities are executed within budget and on schedule.

Duties Include:

1. Governance

- Ensure company is conforming and compliant with all legal and statutory requirements including; charities commission, companies house, pension legislation, insurance policies, employment legislation, Health and Safety and Equality Act and all contractual arrangements.
- Oversee the preparation and circulation of agendas, board papers, board minutes, sub group minutes and away days.
- Oversee the creation of the Trustees Annual Report for the annual accounts with support from the Training and Communications Coordinator (TCC).
- In conjunction with the AD and Trustees oversee contractual operations including negotiations across all aspects of the company.
- To update, develop and be responsible for all company policies and procedures, and risk register
- In conjunction with the Chair ensure continuing Board development, ongoing skills audit and recruitment of Patrons.
- To uphold and adhere to Safeguarding procedures and policy acting as the Deputy Designated Safeguarding Lead.

2. Financial management and reporting

- Manage the day-to-day financial administration and operations for Kazzum Arts (including invoicing + bookkeeping).
- Support the AD and freelance fundraiser to prepare actual and forecast budgets, taking into account cash flow and fundraising targets.
- Support the AD and freelance fundraiser to ensure that Kazzum's annual budget underpins our annual targets.

GENERAL MANAGER JOB DESCRIPTION (CONT.)

- Oversee the development and maintenance of financial accounting systems maintaining and keeping all financial records as required by law as well as in best practice using Xero.
- Creating quarterly management accounts, cash flow forecasts and reports, raising any issues of queries with the finance sub-committee.
- Oversee payroll, managing the relationship with payroll and pension providers, payment of all staff.
- To hold responsibility for all aspects of the company's financial planning and cost control.
- In liaison with relevant project budget holder (project staff), closely monitor individual activity costs in-line with project budgets, running commitment budgets for significant projects.
- Manage overall annual and core budgets.
- Lead on Kazzum's annual audit process with the external accountant ensuring an accurate trail is maintained.
- Keep abreast of changes in best practice and legislation relating to the management of charity accounts.

3. Fundraising (in conjunction with freelance fundraiser)

- Prepare applications, and supporting documents, file and monitor progress against budget.
- Oversee monitoring and evaluation of each project as required by funders with support from project staff.
- Support the AD to maintain positive relationships with funders
- Report back to funding bodies during and after company activity has taken place and circulate and file internally.
- Manage Gift Aid administration, ensuring appropriate records are kept and claims are submitted in good time.

4. Company operations and office management

- Maintain highest administrative procedure and company systems.
- Be responsible for clear and logical filing systems.
- Uphold and adhere to Health and Safety at work procedures acting as the company Health and Safety officer.
- Maintain relationships long-term suppliers (Office, IT, Memberships etc).

5. Human Resources/ Personnel (in conjunction with freelance HR consultant)

- Lead in the recruitment, selection and contracting of all staff, board and volunteers.
- Take responsibility for leading clear induction with all core staff including volunteers.
- Ensure all staff are well motivated, thriving, briefed and trained, which includes timetabling regular PDRs as well as a comprehensive development and training plan.
- Maintain personnel records.
- Maintain relationship with our EAP provider and reflective practice practitioners.
- Ensure the company is compliant with all employment legislation.
- Agree holiday and staff TOIL in conjunction with AD.
- Manage disciplinary issue and contractual disputes, seeking advice from our external HR advisor where appropriate.

5. Project Management

- In conjunction with AD lead on weekly team meetings to ensure projects are running to schedule and within budget.
- Oversee project staff to create detailed timelines, project information and risk assessments.
- In conjunction within the AD schedule actions and tasks for all staff.
- Oversee project staff in creating freelance contracts and agree briefs and payment schedules.

6. Other duties

- Attending key events.
- Carry out other tasks reasonably required by board/ AD.

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

PERSON SPECIFICATION AND ATTRIBUTES

The person specification outlines the ideal blend of skills, experience and attributes we seek in a candidate. It serves as a guide to help you assess your fit for the role and understand the qualities we value for successful integration into our team. When you complete the application form for this post, please ensure that you respond to the attributes below as this is what will be assessed and scored for shortlisting. If you do not clearly tell us how you meet the requirement, we will not be able to score you for it.

Criteria	Essential/Desirable
Experience of financial management and administration	E
Experience of working in a senior role within the arts/charity/youth sector	E
Understanding of charity governance and policy	E
Experience of overseeing a programme of activity	E
Experience of managing and reporting against multiple grant-funded projects	E
Ability and experience of inspiring, developing, managing and motivating people	E
Effective and creative approach to problem-solving	E
Excellent organisational and interpersonal skills	E
Excellent writing and proof-reading skills	E
Commitment to equality and diversity at every level of the organisation	E
Commitment to working in line with the 6 trauma-informed principles of care	E

Criteria	Essential/Desirable
Use of accountancy software Quickbooks Xero	D
Interest, understanding and experience of trauma-informed working	D
Experience of delivering and developing programmes with marginalised children and young people	D
Comprehensive understanding of safeguarding policies and procedures (training will be given)	D
Experience of developing fundraising bids for Trusts and Foundations	D
Experience of working alongside a board of trustees	D



For further information please contact:

Lauren Irving – Executive Director
recruitment@kazzum.org – 020 7749 1122

Office Address:
 Oxford House, Derbyshire Street, London, E2 6HG
 020 7749 1123
 (Opening Hours - Monday Friday 10am-6pm)