

POETRY LONDON

Poetry London, founded in 1988, is a leading international poetry magazine published three times a year in Spring, Summer and Autumn, where new writers share pages with acclaimed contemporary poets.

Our core mission is to attract and publish vibrant new poetry – as well as incisive literary criticism and innovative feature articles on the poetry environment – for a growing audience of enthusiastic readers, and thus enlarge the readership for and enjoyment of contemporary poetry.

In addition, the magazine's 'Poetry Listings' website guides readers to poetry courses, workshops, festivals, readings and performances, poetry organisations and many other resources in London and, increasingly, throughout the UK.

General Manager Job Description

Role

The General Manager has overall responsibility for the smooth running of all Poetry London's operational services. The successful candidate would work closely with PL Poetry Editors in developing robust business and strategic plans and would be responsible for the effective and efficient management and administration of the company, including taking the lead on financial management.

Responsible to the Board of Trustees
Responsible for Administrator and Digital Editor
First point of contact: Poetry Co-Editor

The Position is part time, 3 days per week
£33-35K(pro rata) per annum

Key Responsibilities

Finance

1. Prepare annual and project budgets and cash-flows for the Board's approval in consultation with the Editors;
2. To act as a financial signatory.
3. Produce quarterly accounts and other management accounts as necessary;
4. Produce annual statutory accounts to be approved by the PL's independent examiners.
5. Monitor grant funding as required and support financial reporting to funders.

Governance

1. Ensure the PL complies with legal requirements, including Companies' House, Charity Commission and insurance, and meets grant criteria set by funding bodies;
2. Lead on the creation and updating of organisational policies and procedures;
3. Periodic reporting to the board of trustees on operational and financial issues.
4. Perform some of the Company Secretary duties including:
 - ❖ Producing the annual Trustees' report;
 - ❖ Ensuring reports and accounts are sent to Companies House and Charities Commission as required and on time;
 - ❖ Maintaining the register of Trustees and ensuring that new Trustees are correctly registered.

Administration

1. Co-ordinate brief and submission of tenders to designers
2. Offer other additional administrative assistance to the editors, as required.
3. Manage and monitor projects and events (i.e masterclasses, fundraising events, mentoring schemes etc) in addition to the three Poetry London launch events

HR

1. To manage recruitment processes (overseeing job adverts, shortlisting and interview processes), and to work with the Editors to draft job descriptions – including Reviews Editor Recruitment and Administrator Recruitment.
2. To line manage the new Administrator, Digital Editor and any external consultant
3. To ensure The Poetry London's policies and procedures are up-to-date and reflect best practice;
4. To contribute to the development of our Equal Opportunities and Diversity Action plan and commit to achieving its outcomes.
5. To manage all contractual staff matters including drawing up contracts and updating terms and conditions where necessary.
6. To manage the Poetry London's staff training and ensure personal development plans are updated annually.
7. To oversee volunteering and internship programmes
8. To liaise with the Digital Editor to ensure the efficient administration of institutional subscriptions and collection of advertising revenue.
9. To liaise with the Production Editor and Art Editor, offering support as required.

Funder Liaison

1. To support the Editors in managing the relationship with Arts Council England and with other key funders.
2. To report to funders and other stakeholders, as required, ensuring that all necessary evaluation data has been collected.
3. Contribute and Co-ordinate preparation with Editors of new NPO application to ACE

4. Up-date ACE funding agreement documents: Business Plan/ Audience Development Plan/ Equality Action Plan/ Management Accounts and Budget / Fundraising Plan
5. Contribute and Co-ordinate with Editors on ACE Annual Submission

Fundraising

1. Lead on research and identification of appropriate Trusts and Foundations for new PL Fundraising bids
2. Contribute and coordinate with Editors and Trustees to achieve Fundraising Plan's targets
3. Contribute and Co-ordinate and monitor application delivery to meet appropriate deadlines
4. Contribute and Co-ordinate Quarterly Review with Editors of Trust/Foundation status to submit bids where appropriate according to deadlines
5. To work with Editors/Trustees on application narratives and budgets
6. To work with the Editors/Trustees to develop fundraising strategy/plan.
7. Co-ordinate with Poetry Co-Editor production of new fundraising and other marketing leaflet materials

Other

1. Contribute and Co-ordinate the development of the PL business plan;
2. Co-ordinate the collection and collation of statistics and information across all activities;
3. The General Manager deputises for the Editors as required on all operational issues including fundraising, administration, facilities, finance, governance and HR.
4. To attend Board Meetings, and help prepare Board reports.
5. To attend regular planning meetings with the Editors as well as staff meetings.

PERSON SPECIFICATION

- Experience in arts management essential, interest in poetry desirable
- Experience of budgeting and financial management
- Experience of fundraising via Trust and Foundations
- Experience of liaison with funders and Board of Trustees
- Excellent administration and IT skills
- Excellent written and oral communication skills
- Ability to work with minimal supervision

This job description is a guide to the nature of the work required of the Administration. It is not wholly comprehensive or restrictive and may be reviewed as required.

Applications

Application is by CV along with a covering letter describing what skills and experience you would bring to Poetry London and why the job interests you, two referees and Equal Opportunities Monitoring Form, which may be submitted by email or post to either of the following addresses:

Poetry London, The Albany, Douglas Way, Deptford, London SE8 4AG
Email: admin@poetrylondon.co.uk

The closing date for applications is Wednesday 24th January 2018 at 5pm.
Shortlisted candidates will be informed by Monday 29th January 2018.
Interviews will be held on Friday 2nd February 2018.
Start Date: February 2018, dependent on candidate availability

Poetry London is an equal opportunities employer and welcomes applications from all sections of the community.