



United Nations
Educational, Scientific and
Cultural Organization



Nottingham
UNESCO City
of Literature

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Business Manager

£34,000 pro rata (£27,200)

30 hours per week

Fixed term until 30 April 2021

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1. Introduction

Nottingham was awarded UNESCO City of Literature status in December 2015 and now takes its place as a member of the UNESCO Creative Cities network, enabling it to play a cultural and creative role on the global stage.

As an educational charity, Nottingham UNESCO City of Literature is committed to ***building a better world with words***.

What We Do

Our vision as a UNESCO City of Literature is for a city where everyone is reading and writing their way to a better life. We believe in the power of literature as a reflection of humanity and a way for everyone to better understand each other and the world we live in. We host events, develop programmes for young audiences, commission new work and create new partnerships with schools, libraries, young people and communities to help them discover the sheer creative joy and life-changing power of reading and writing. We shine a spotlight on the Nottingham writers of today and tomorrow, advocate the importance of literacy, broker opportunities for international collaboration, and showcase Nottingham as a leading destination for lovers of literature.

Aims

- **Aim 1 - PLACE:** To be a lead partner in Nottingham's cultural sector, promoting Nottingham's strong identity as a UNESCO Creative City and providing strong leadership and advocacy on the local, national and international stage.
- **Aim 2 - LEARNING:** To host events, develop programmes, commission new work and create new partnerships with schools, libraries, universities and communities to help grow diverse audiences for reading and writing.
- **Aim 3 - INTERNATIONAL:** To share knowledge, learning and best practice, and broker opportunities for creative collaboration.

Our working relationships are defined by **five core values**:

- We value diversity and seek to involve all of Nottingham's many communities in our mission, treating everyone with equal respect.
- Our partnerships are one of our most valuable assets. We work in ways which empower and support our partners.
- We want to demonstrate our passion about, and enjoyment of, literature so that others will want to join our mission.
- We encourage a creative and imaginative approach to work, while striving for excellence in all we do.
- We seek to create a culture of openness and to work with professionalism, enthusiasm, and integrity.

2. About the Role

Working closely with the Director, Sandeep Mahal, the Board and team, this newly created role will be responsible for managing the day-to-day business operations of a busy city of literature office. With a significant track record of leading people, processes and planning, the Business Manager will have the ability to motivate and develop teams and provide a foundation for the company's smooth running and financial resilience. If you care deeply about our vision, and are skilled at developing organisations in ways that create productive, enjoyable working environments, we would love to hear from you.

3. Job description

Business Manager

Salary: £34,000 (£27,200 pro-rata)

Term: Fixed-term contract until 30 April 2021 with potential for renewal (subject to successful fundraising)

Hours: part-time, 30 hours (Monday – Thursday)

Base: Left Lion, Freckingham Street, Nottingham

Reporting to: Director, Sandeep Mahal

4. Role Purpose & Key Responsibilities

To work alongside the Director to shape Nottingham City of Literature, create and implement its business plan and lead on the appointment and management of staff. The Business Manager will have particular responsibility for the financial and operational wellbeing of the organisation, its work, staff and community.

- Supporting the Director in the overall management of the organisation, including line management responsibilities.
- Preparing clear plans and budgets and ensuring the organisation operates within these, including annual budgets for the Board.
- With the Director shaping and implementing a sustainable, future facing income model and ensuring that client, funder and partner relationships are well managed.
- Evolving the collaborative culture of NUCoL, ensuring comprehensive and well socialised employment policies are in place, and that Freelance Associates are integrated within the life of the organisation.
- Leading efficient and effective finance and administrative functions including HR, audit and data management, and ensuring that statutory and governance matters are dealt with in a systematic, timely and accurate manner.
- Preparing quarterly reports for the Board on company, financial and staff matters and attending Board meetings.
- Manage procurement and supplier management including contracting and contracts.
- Implement, manage and maintain all company policies including those in the Staff Handbook.
- To actively promote and ensure compliance with company policies relating to equality of opportunity and diversity, and Data Protection regulations (GDPR).
- Representing NUCoL as appropriate including deputising for the Director.

- Assuming any other responsibilities that may reasonably be required

Note: This description is a guide to the nature of the work and it is not wholly comprehensive or restrictive. As we are developing the organisation, we will examine job descriptions and update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes to said job description.

5. Essential skills and experience

The successful candidate will ideally bring the following qualities and experience:

- An ability to work strategically and collaboratively with a range of stakeholders and build networks and alliances at a senior level.
- Approachable, supportive and encouraging to colleagues and others.
- Resilient: able to model good self-care, work well under pressure and prioritise and manage a demanding workload.
- Able to think systematically and analytically to improve operational and financial processes
- Pragmatic, adaptable and forward thinking.
- Committed to personal growth and development and to the growth and development of others.
- Passion and interest in arts and culture in Nottingham.

Knowledge & Experience

- 2 years+ experience in a similar senior role managing and developing small teams.
- Excellent planning with the ability to multi-task, delegate and prioritise within a busy working environment.
- Strong financial management experience including the setting, monitoring and controlling of budgets and management accounts.
- Experience of shaping efficient operational systems including CRM.
- Exposure to small business accounting software e.g. Quick Books.
- A thorough understanding of good charity governance and reporting and of working with a Board of Trustees.
- Knowledge of emerging fundraising models and experience of implementing online donate systems.

NUCoL strives to be a reflection of our contemporary society and we welcome applications from all backgrounds.

6. Terms and Conditions

Salary and Contract: £34,000 (pro-rata £27,200)

Term: Fixed term contract until 30th April 2021 with potential for renewal subject to successful fundraising.

Hours: part-time, 30 hours, Monday – Thursday.

Probationary Period: There will be a probationary period of 6 months.

Location: Nottingham City of Literature is located at Left Lion, 44-54 Freckingham Street, Nottingham, NG1 1DQ. There will be some travel across Nottingham required.

Holidays: Paid leave of 16 days per year plus statutory public holidays.

Pension: Nottingham City of Literature operates a qualifying workplace pension scheme.

Period of Notice: 1 month with additional weeks accruing for length of service (the notice period during the probationary period is 1 week).

Expenses: You will be reimbursed for all reasonable travel, accommodation, and other expenses which are wholly and necessarily incurred in relation to the performance of your duties and responsibilities, in line with Nottingham City of Literature's expenses policy.

References: Offers of employment are subject to the receipt of two satisfactory references.

Policies and Procedures: You are required to comply with all the policies and procedures stated in the Nottingham City of Literature handbook.

5. How to Apply

Please send us a comprehensive CV (no more than 3 pages) and a personal statement (no more than 2 pages long) explaining:

- Why this opportunity interests you;
- What your relevant experience is in similar work environments;
- What particular skills and qualities you can bring to Nottingham UNESCO City of Literature;
- Your notice period for your current work.

If you have any questions, or require further information prior to submitting your application, please contact sandeep@nottmcityoflit.org Applications should be sent to the same email address with the subject heading: 'Application for Business Manager'. *Please note that late applications will not be considered.*

Closing deadline for application: 5pm, February 28th 2020

Shortlist Confirmed: by 6th March 2020

Interviews: Friday 13th March 2020.

Candidates selected for interview will be notified after the closing date and access requirements will be discussed at this point.

For more information about Nottingham UNESCO City of Literature please visit:

<https://nottinghamcityofliterature.com/> Nottingham UNESCO City of Literature is an Equal Opportunities employer.

Partners

Nottingham City of Literature is supported by:

