

Cloughjordan Circus Club seeks Operations Manager

Vacancy - Part-time 20 hours a week

Salary - €35-40K pro rata dependant on experience

Cloughjordan Circus Club in County Tipperary was founded 12 years ago to offer an alternative social and creative outlet to children and young people aged 8-25. Participation promotes social connections, creative expression, and physical wellbeing, through inclusive, participatory circus arts with a unique, award-winning aesthetic. We provide a high quality, inclusive, and unique arts offer for young people in rural Tipperary.

Members have the opportunity to work with national and international professionals and learn from the best in the business. We employ freelance artists to co-deliver on the core programme and to provide one-off and weekend intensive masterclasses alongside our Artistic Director and lead artist, Joanna Williams, and the wider team.

The project has evolved and extended beyond Cloughjordan, engaging young people from the surrounding Midlands towns and villages of North Tipperary and South Offaly. We are also connected through youth circus networks across Ireland and Europe. Our project provides an exciting programme of weekly circus activities, creates regular performances for parades, festivals and theatres, involves young people in trips and exchanges, and runs peer education and leadership programmes for older members. Our outreach work has developed to offer workshop programmes in schools and youth groups throughout the Midlands region.

Find out more about our mission and goals here: <https://cloughjordancircusclub.ie/our-values/>
Read our strategy and annual reports here: <https://cloughjordancircusclub.ie/policies/>

We'd love you to consider joining us as part-time Operations Manager, to support the team and lead the implementation of our strategic ambitions.

The role

The Operations Manager will work closely with the Artistic Director and Cloughjordan Community Circus team on the effective delivery of our artistic vision and strategic development according to Strategic Plan 2020 - 2025. The Operations Manager will ensure the ongoing running of the organisation while it's growing and developing - working closely with the Artistic Director particularly in areas of organisational capacity and sustainability as well as having areas of discrete responsibility. The Operations Manager will oversee administration, finance, compliance, staffing (relating to the organisational / administrative team), implementation and upkeep of systems to record documentation, monitoring and evaluations, funding applications and reporting, all internal and some external communications.

The person

The ideal candidate will be an expert communicator with an ability to collaborate with colleagues and a wide range of external community and local authority partners. They will have experience of managing an arts organisation or similar community focused organisation with an understanding of governance and best practice required for publicly funded charitable organisations. They should have an understanding of how the arts can impact in a youth and social context and an ability to communicate this in written and verbal interactions. Ultimately, the operations manager should be driven by a desire to lead our company to maximum productivity and efficiency while achieving our

company objectives as set out in our Strategic Development Plan. This role is part-time with a maximum of 20 hours per week, with at least 1 day per week in Cloughjordan.

How we are funded

We are currently funded by Arts Council through the Arts Grants Programme to which we apply annually. In addition we receive regular support from Tipperary Co Co Arts Office through their Arts Act Scheme; Festival and Events Scheme and from our local Creative Ireland.

Each year we also receive support from a variety of charitable trusts and foundations which has included Arts and Business / Bank of Ireland Begin Together Fund, Ireland Funds, Community Foundation.

In addition we nurture partnerships with national sector organisations for collaborative projects and seek funding collectively.

To apply

Please submit the following by email

- a detailed CV outlining suitability for the role and all relevant experience
- a letter of application
- contact details for two professional referees

Applications should be submitted by email to

Artistic Director / CEO Joanna Williams joanna@cloughjordancircusclub.ie

Application Deadline: 5pm on Friday 23rd June 2023

Interviews: Week of 3rd July 2023

Job Description: Operations Manager

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Objectives of this role

- Review and improve organisational effectiveness by developing processes and streamlining systems.
- Adhere to company standards for excellence and quality including ensuring good governance policies are kept up to date by relevant parties.
- Seek out opportunities for expansion and growth by developing new relationships including with funders, community partners and business.
- Grant Management. Ensure that funding applications are submitted in a timely fashion, that monitoring and evaluations are kept for all funded programmes, that funding reports and evaluations are submitted on time.
- Financial Management. Work with project leaders to ensure projects are managed within budgets and that invoicing procedures and recording is done accurately and in detail.
- Programme Management. Assist Artistic Director in day to day project management including communication with members and collaboration with part time communications officer and administrator / book keeper.
- Human resources contract preparation with oversight from CEO/Artistic Director.

Detailed Description of Role

Strategic Planning and Resourcing

Work with the Artistic Director in guiding key strategic decisions about the future of the organisation:

- Implement Strategic Plan
- Ensure organisation is adequately resourced and resources are responsibly allocated
- Prepare fundraising proposals to a high professional standard
- Ensure monitoring information is kept up to date, project documentation is correctly stored and that evaluation reports are compiled to each funders requirements
- Identify and access new sources of revenue, such as foundation grants and funding partners

Reporting, Evaluation and Monitoring

Fulfil our reporting requirements to Board, funders and stakeholders.

- Ensure that effective mechanisms are in place to comply with expectations of funders and stakeholders

- Ensure that data gathering systems are in place to ensure that we can monitor the reach and impact of all our work
- Ensure that accurate records are maintained at CRO, Revenue and Charities Regulator.

Communications and partnerships

Develop and nurture excellent relationships with partners, funders and the business and civic community, as well as artists, team members and audiences.

- Represent the organisation within appropriate networks locally, nationally and internationally
- Oversee the internal and external communications of Cloughjordan Circus Club CLG as required
- Liaise with freelance communications and social media team member regarding programme calendar and key moments, social media posts and website updates.

Financial Management

Working alongside the Artistic Director, with support from the Board, to ensure that the Cloughjordan Circus Club CLG and all its projects are managed efficiently from a financial perspective.

- Have an overview of project budgets, managed by Artistic Director or Project Manager for each individual project, including tracking of income and expenditure, and the management of contingencies and cash flow
- Provide financial information and scenarios to Artistic Director, Board and project partners in order to facilitate planning and ensure financial viability.
- Prepare budgets and financial models for funding applications alongside Artistic Director.
- Produce quarterly financial reports for the board
- Liaise with accountants on any auditing requirements
- Manage payroll
- Line-manage Administrator whose role is book-keeping, invoicing and payments
- Obtain external expert financial advice when necessary

Staff Management & Team Development

In consultation with the Artistic Director, the Operations Manager will ensure excellent staff management and support a positive and thriving team culture.

- Develop and maintain HR systems, policies and procedures, within the frameworks of employment legislation, confidentiality and good practice
- Review and update staff contracts
- Manage recruitment and review processes and the induction of new staff
- Line-manage any other administrative / organisational staff (the Artistic Team is the responsibility of the Artistic Director)
- Identify needs and design solutions for staff training and professional development in collaboration with Artistic Director

Office and Operations Management

- Ensure that adequate office and IT systems are in place to ensure the smooth and efficient running of all Cloughjordan Circus Club (CCC) projects and to support collaboration within the team
- Ensure all operational, health & safety, insurance and licensing requirements are adequately scoped and resourced as required
- Together with the board and Artistic Director, review and update company policies and procedures regularly according to the Governance Code
- Prepare all contracts with external contractors, suppliers, partner organisations and others

Health and safety management:

- Act as Health and Safety Officer for the company
- Manage the health and safety practices of the company in line with best practice and the company health and safety statement and policy
- Manage the training requirements in relation to health and safety for the team, to include First Aid, Fire Safety and all Covid related training.