

highlights

rural touring scheme

Highlights Rural Touring are seeking a new General Manager.

About Highlights

Highlights Rural Touring Scheme connects over 65 venues, an army of volunteer promoters and an ever-growing list of artists. Together we bring great arts and unmissable culture to rural areas, lighting up village halls, schools and community centres with music, dance, theatre and storytelling.

Set up originally to work with isolated communities in the North Pennines, we now work across Cumbria, County Durham and Northumberland. Across the three counties, many communities have suffered from long term economic decline, resulting in pockets of high unemployment, poor transport links, declining local services and social isolation.

Our events bring people together, providing theatre, music and laughter. Some of the halls are small and intimate, lending themselves to music or one-person shows, others are large and luxurious and can showcase some of the larger-scale work we programme. There are refreshments and raffles, there are often cakes made by local people, and there is always the warmest of welcomes.

We are one of 30 similar schemes which support professional arts in over 1,000 small, community venues throughout the UK, playing an important part in the social life and sustainability of their community and supported by the National Rural Touring Forum.

More information is available on our website and we'd particularly like you to consider our [vision, mission and values](#).



The role of General Manager

We are looking for a General Manager to manage our day-to-day operations, our finances and our company administration. The General Manager will be a key member of our small team of 4 – working alongside Director, Kate Lynch, and our Communications Officer and Creative Engagement Officer. Our office is in Penrith, Cumbria but a mix of office and remote working is possible.

Salary: £25,731 FTE

Pension: Highlights offers a workplace pension scheme via The National Employment Savings Trust [NEST] contributing 3%, whilst employees contribute 5%.

Hours of Work: 4 days per week including some evening/weekend work. There is flexibility in how these hours can be worked.

Responsible to: Director

Responsible for: Communications Officer, Creative Engagement Officer

We are looking for someone with the following skills and experience:

- At least 3yrs administrative experience
- Excellent organisational and administrative skills
- Financial management experience
- Operational management experience
- Experience of governance and partnership working
- Experience of working with funders
- Experience of working with a wide variety of people, both professionals and volunteers
- Proven IT skills with experience of MS Office applications and Quickbooks

Experience and/or an interest in the voluntary arts sector is helpful but we are also interested in hearing from people from other industry backgrounds.

For an informal chat about the role please get in touch with Kate Lynch, Director at kate@highlightsnorth.co.uk / 017683 53954.

How to apply:

Please return the application form to info@highlightsnorth.co.uk and complete the [online equal opportunities form](#) by **midday on Thursday 14 April**.

Interviews will be held week commencing 25 April 2022. Interview questions will be provided in advance.

Job description:

Core Responsibilities

- To manage and develop the operational activities of Highlights.
- To support the Director in the strategic development of Highlights, including business plan, funding agreements and annual report.
- To provide the board with regular reports on the operational and financial activities of the organisation.

Administration

- Ensure the smooth running of the Highlights office on a day-to-day basis.
- Administration using MS office, Google mail online email service.
- Oversee supplies, safety and maintenance of office equipment.
- Develop and maintain the company Access database, online and consider options for the future, hard copy filing system and archive.

Governance

- Arrange and minute quarterly Management Committee meetings and AGM
- Manage all matters relating to Companies House and The Charity Commission, including taking on the role of Company Secretary.
- Ensure all statutory and ACE policies are kept updated, legal and compliant.

Finances

- Prepare annual and project budgets.
- Liaise with accountants to prepare annual accounts.
- Prepare quarterly accounts and cash flows for Management Committee meetings.
- Manage day-to-day accounts; manage Bank reconciliations. Payment of invoices.
- Administer the online donation manager system and HMRC Gift Aid submission.
- Check and record financial returns from village promoters after Highlights events.

Promoter and Venue Support

- Help to organise and present up to eight promoter training events each year.
- Prepare contracts for promoters and artists.
- Attend Highlights performances.

Personnel Management

- Manage the Communications and Creative Engagement Officers.
- Manage contracts, salaries, recruitment, work plans and team meetings.
- Co-ordinate staff training and professional development needs.

Other Duties

- Undertake training as appropriate and as agreed.
- Represent the company and make presentations when appropriate/requested.
- Any other relevant duties as required.