

## OFFICE AND OPERATIONS MANAGER

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Sheffield, P/T - 4 days per week/ 30 hours

£25k gross p.a. pro rata



### ABOUT CINEMA FOR ALL

Cinema For All is the national organisation that supports, develops and champions the film society and community cinema sector across the UK. Based in the Workstation in Sheffield, we represent over 1350 film societies, community cinemas, student cinemas and pop-ups making a difference to their community through film. We are a small, dedicated team working hard to deliver cinema for all.

### WORKING WITH US

The Office and Operations Manager is a key role ensuring the smooth and effective running of the facilities, IT, admin, finance, supplier management, data and quality management and HR operations within Cinema For All. They will provide high quality management and support across these areas, working closely with the operations team, the Head of Programme and New Business Development and the CEO. They are also responsible for compliance with data protection and relevant legislation.

This role is crucial to the effectiveness and development of Cinema For All. The post holder will interact with senior members of staff, the operations team, the board of trustees, and volunteers, as well as key stakeholders. They will undertake a wide range of activities that are vital to the operation of Cinema For All.

This is a fixed-term, part-time position for 36 months in the first instance with the opportunity to extend further.

### RESPONSIBILITIES

The post will have responsibility for, but is not limited to:

- Overseeing day-to-day finances – inputting income/ expenditure into Xero
- Managing online bank payments, ensuring invoices are paid in a timely manner
- Managing Xero (accountancy software) to do bank reconciliations
- Managing the financial administration of the coaching programmes – issuing and chasing invoices and ensuring audience data is received
- Line management of the operations team
- Overseeing all resources, web content and materials are up-to-date
- Management/ arrangement of staff leave, TOIL and overtime
- Managing of HR – staff contracts and recruitment/ selection processes
- Managing payroll, liaison with external payroll and pension provider, and HMRC
- Overseeing Health and Safety, ensuring adherence to all relevant legislation
- Overseeing the administration of the Membership Scheme and associated Direct Debit scheme, and Booking Scheme, ensuring all records and contracts are accurate and up-to-date
- Supporting the creation and maintenance of company policies
- Overseeing GDPR responsibilities and implementation
- Overseeing staff/ volunteer induction and training programmes to ensure completion
- Responsibility for booking staff/ board accommodation and travel
- Ordering office supplies, booking venues, managing day-to-day event admin, including finances
- Providing Head of Programme and New Business Development / CEO with data for accurate reporting periodically and as requested
- Offering support to CEO in terms of financial and other reporting

This role has day-to-day supervisory responsibility for the junior operations team in terms of their financial and administrative activities, as well as office and event volunteers. The post will work closely with the Head of Programme and New Business Development and is line managed by the CEO.

#### GENERAL REQUIREMENTS FOR ALL CINEMA FOR ALL POSTS

- adhere to Cinema For All policies and procedures, e.g. equal opportunities, health and safety
- make suggestions for improvements to operations, services and schemes
- maintain and develop personal skills and knowledge through appropriate training
- performing own administrative duties
- undertake other related duties as required by Cinema For All
- identify development opportunities to the Board that explore the potential of Cinema For All

#### OUR IDEAL CANDIDATE

##### *ESSENTIAL CRITERIA*

- Accuracy and excellent attention to detail
- Outstanding administration skills (including strong Microsoft Office skills, especially Excel), speed and efficiency
- Ability to prioritise a busy workload
- Positive, friendly and professional attitude with good communication skills
- Experience of managing invoices, financial systems and software, and strong numeracy skills
- Strong self-organisation and time-management skills
- Experience in office management, managing utilities and contracts
- A talent for creating good processes and maintaining systems
- Experience of line/ staff management

##### *DESIRABLE CRITERIA*

- An understanding of how film distribution and exhibition work
- An awareness of and an enthusiasm for film and film exhibition
- HR experience, financial reporting, reconciliation, debt management, data protection management

Please fill in our application form and send to Abi Standish, Sector Development Officer on [abi@cinemaforall.org.uk](mailto:abi@cinemaforall.org.uk). We are unable to accept CVs.

In order to make the best application you can, we recommend you spend some time on [www.cinemaforall.org.uk](http://www.cinemaforall.org.uk) familiarising yourself with our work and the sector we represent.

The deadline for all applications is 9am on 6 January 2020. If you haven't heard from us by 13 January please assume your application has not been successful. Interviews will be carried out on Tuesday 21 January 2020 in Sheffield.

This position is subject to a probationary period of 3 months.

#### EQUAL OPPORTUNITIES

Cinema For All is proud to be an Equal Opportunities Employer and we welcome applications that would increase the diversity of our organisation. Reasonable adjustments will be made to accommodate people with disabilities. No discrimination will be made on the basis of gender, gender identity, marital status

(including civil partnerships), race, ethnic origin, nationality, national origin, disability, sexual orientation, religion, socio-economic background, or age.

If you have a disability, are from a BAMER background or identify as LGBTQI+, Cinema For All strongly encourages you to apply for this position.

If you would like to know more about how your personal data is stored, please contact Abi Standish on the email address above.

This role is supported by the Esmee Fairbairn Foundation and we thank them for their support.