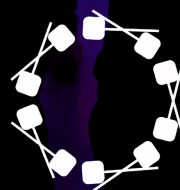


# RECRUITMENT PACK



**THE**  
**VALE**



**Global  
Grooves**

# GLOBAL GROOVES

## ABOUT

Since 2003, Global Grooves has brought inspirational Carnival practice from around the world into communities across the north of England and internationally. We are passionate about embracing authentic, diverse art forms with integrity and respect, and developing a distinctive UK Carnival aesthetic.

### **Our mission:**

To unite and empower individuals and communities through opportunities to experience and create inspirational art, in particular: diverse music, dance, visual arts, and Carnival.

### **Our three core aims:**

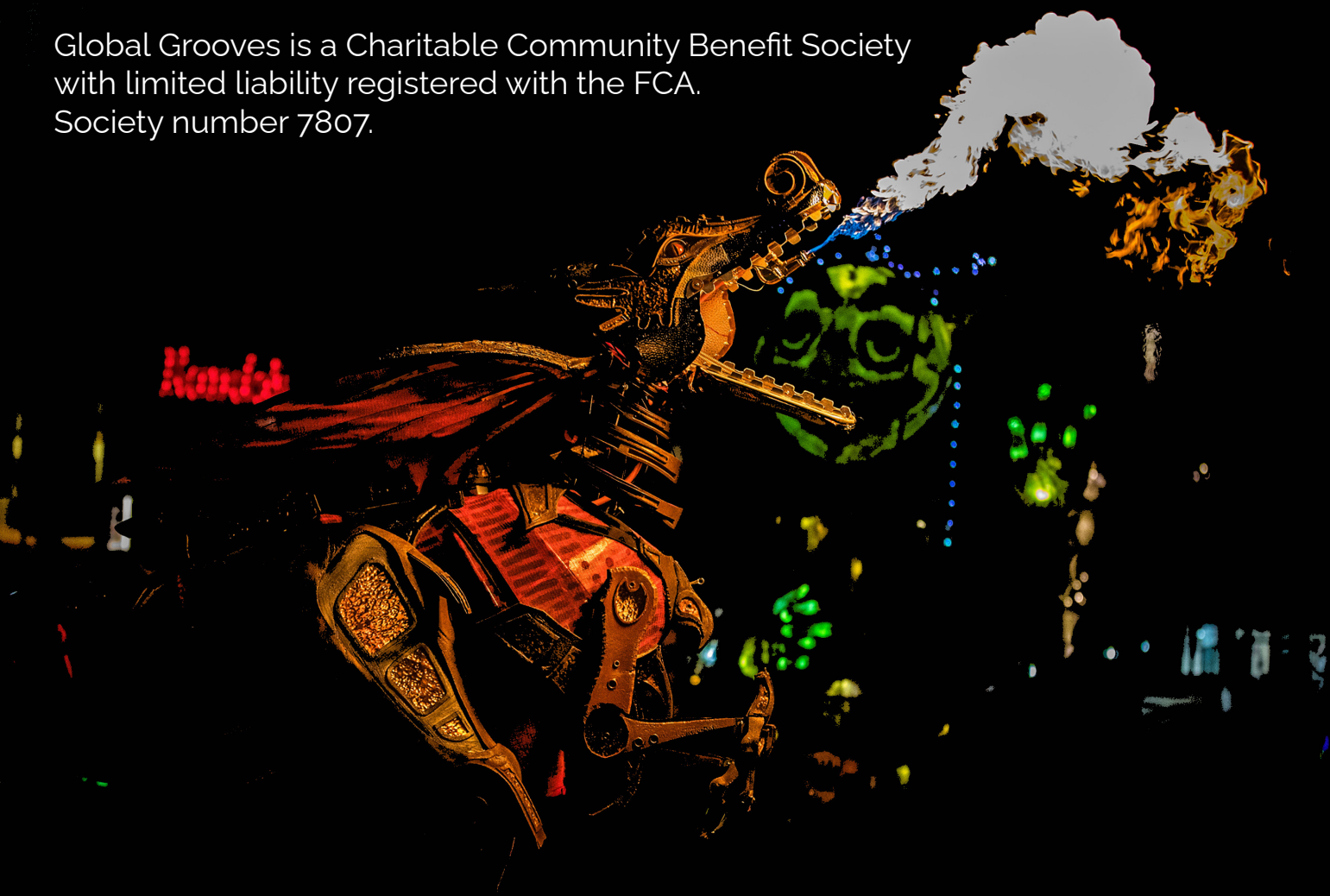
Strengthen and invigorate the Carnival sector; increase quality, distinctiveness and reach, so that more people can experience inspirational Carnival arts.

Bring together people of all backgrounds (including artists at every stage of their careers) to experience and progress in high quality Carnival arts practice; through those experiences, connect, share ideas, support each other and build stronger networks.

Create opportunities for professional artists to make ambitious and inspirational Carnival, in and with communities (including visual arts, music, dance).

Global Grooves is a Charitable Community Benefit Society with limited liability registered with the FCA.

Society number 7807.





# THE VALE

## ABOUT

The Vale is a unique community arts centre and creative hub, home to several arts organisations and creative industries that deliver incredible work locally, regionally, nationally and internationally.

Founded by Global Grooves in 2014, The Vale is a fantastic, friendly and community-focused arts and learning space in Mossley. Sited in a refurbished textiles mill, our multi-use spaces offer our local community high quality, one off performances and a regular programme of events. If it's losing yourself in a classic film event, learning new creative skills, or buzzing from the energy of unique local and international live music, theatre and dance events, there's something for everyone to enjoy.

We believe the arts are for everyone and we're passionate about sharing. The Vale is much more than a venue. It's the heartbeat and home to some of the Northwest's most inspirational cultural organisations and artists, all operating under one roof in harmony and partnership.



# THE VALE – GENERAL MANAGER

**Salary:** £30,000 per annum.

**Responsible to:** Senior Management Team (SMT), Leon Patel (CEO), Global Grooves Board.

**Responsible for:** Freelance delivery team.

**Contract:** Full time. Minimum 12 month fixed term contract extension possible.

**Location:** The Vale, Unit 2 Vale Mill, Micklehurst Road, Mossley, OL5 9JL.

**Hours:** General office opening hours are 10.00 – 18.00, but evenings, early mornings and weekends may be required. \*We would consider amending this post to suit flexible working hours or job share.

**Probation period:** Bi-monthly reviews, 6 month probation.

**Benefits:** Annual leave entitlement is 20 days a year plus public holidays. Pension: Auto enrolment begins three months after start date. Vitality Health insurance following probation. Flexible working.

**Closing date:** 24th June 2022.

## MAIN PURPOSE OF THE POST

The Vale's newly refurbished buildings opened their doors to the public in September 2021, increasing its footprint by over 300%. With a variety of new artist studios, flexible event spaces, live performance and rehearsal venue and outdoor grounds, The Vale is now ready to realise its potential.

In this moment of growing momentum, opportunity and scope, **we are looking for someone extraordinary.**

Someone with a passion for working in the cultural sector and events industry to understand, nurture and develop our shared vision and ambition.

Someone who wants to make meaningful connections and positive change in partnership with our communities.

Someone with the drive to deliver exceptional service, and build our space into a unique and nationally recognised arts centre, on the edge of the Peak District.

The successful candidate will work alongside the Global Grooves SMT and space users to help build a robust and exciting business model, that will elevate The Vale into a venue that shines in the Carnival sector; supporting our community through high quality, ground-breaking arts and cultural opportunities on their doorstep.

We're looking for someone who wants to get stuck in, who's not afraid to get their hands dirty, and who has the skills, flexibility and experience to take our space the next level.

This is a unique opportunity to put your own stamp on a brand new cultural hub and help make incredible things happen.

## IF THIS SOUNDS LIKE AN OPPORTUNITY FOR YOU, WE WOULD LOVE TO HEAR FROM YOU.

# KEY RESPONSIBILITIES

To be responsible for the management and delivery of The Vale, leading the venue to ensure that we can deliver on service and business objectives, operate on a financially sustainable basis, feed our community of creatives, and contribute positively to climate change reduction.

Work with the Global Grooves SMT and board to oversee the development and implementation of strategies and plans for all aspects of the operation of the venue to support the long-term sustainability of The Vale.

To develop clear quality and financial benchmarks and KPI's to measure and monitor the success of the operation, reporting back to the board as required.

Identify opportunities that allow the venue to flourish in line with our core values, mission and ambitions.

Oversee and monitor all income and expenditure across our spaces to ensure the overall achievement of financial targets are met and reported.

Build our income to support growth, whilst balancing the vision and ambition of the space as the Northern Centre for Carnival Arts.

Work with, support, and challenge the CEO and artistic programming colleagues who will be developing a high quality, inclusive, engaging live artistic programme.

Drive The Vale forward with energy, humour, joy and enthusiasm whilst developing a high performing team and delivering an exceptional customer / audience experience, raising standards across the business.

Work closely with project managers, visiting artists / groups and the Global Grooves SMT to develop and deliver an effective marketing strategy across a range of platforms that drives engagement and footfall, monitor and evaluate performance, and build useful intelligence about our audiences and service users.

Build relationships in the sector and community to develop an original, high quality and diverse events calendar that supports the interests of a cross-section of our society.

Lead and grow the venue's freelance/management/volunteer teams and workflows, including the front of house, technical, bar and box office etc. to ensure that the team is working at a consistently high standard, and to ensure maximum efficiency in all areas of the business.

Maintain a safe environment for team, participants and guests through H&S compliance and due diligence.

Oversee all business operations and ensure that The Vale is well maintained, and that it's operation complies with all relevant legislation and policies.

Adopt designated premises supervisor responsibilities ensuring the business operates in line with licensing objectives.

Be an ambassador for The Vale and Global Grooves, and visibly demonstrate commitment to the delivery of all objectives.

# ROLE PROFILE

## ESSENTIAL CRITERIA

### Experience of:

- Venue operations management.
- Working with a broad range of events, including music, dance, spoken word, theatre, cinema, masterclasses, courses, participatory, co-created and private events.
- Managing, monitoring and reporting on budgets and income & expenditure.
- Working in a commercial environment and taking a proactive approach to financial success.
- Management of staff and performance across a range of areas.
- Carrying out procurements (goods and services).
- Experience of fundraising via grants, donors and events.
- Experience of developing creative projects from scratch from conception to evaluation.
- Experience of commercial events and business development within the sector.

### Qualifications and training:

- Educated to at least degree level (or equivalent) in Business (or equivalent); or equivalent experience in a related environment / on the job.
- Project management qualification or equivalent experience in the sector / on the job.

### Knowledge and skills:

- Ability to inspire trust, confidence, respect and credibility from a range people.
- To be confident in producing and analysing reports and data.
- Have the drive and experience to lead, manage, build, develop and motivate teams.
- Knowledge of the arts, events and hospitality industry and management within that industry.
- Knowledge of the Health & Safety at Work Act 1974 and Licensing Act 2003.
- Ability to deal effectively with performance, conduct and absence issues.
- Excellent customer and client management skills.
- Appetite and energy to deal with, and influence change to support new ways of working.
- Communicates in an effective and respectful manner.
- Awareness and understanding of the challenges faced by diverse and under-represented communities within the sector,
- Demonstrates personal responsibility for decisions, actions and consequences.
- Works well under pressure on a variety of varied jobs.
- Highly organised, self-motivated, with the ability to take the initiative and undertake other duties as reasonably required in order to deliver work to a high standard.
- Commercial acumen and an understanding of the drivers affecting small creative industries.
- A passion for the arts, culture and creativity.
- Excellent self awareness, teamworking and flexibility.
- A sense of humour and enjoyment in work.
- A thirst and ability to imagine and create the unknown.
- Excellent understanding of budgets, Excel and financial systems and functions.
- Confidence and experience in using computer software and ability to learn new IT systems quickly and efficiently.
- Flexibility to work evenings, early mornings and weekends as required.

### Knowledge of project working

- Actively listens to and responds to customers and team members sensitively and appropriately.
- Able to negotiate and influence others to achieve service outcomes.
- Strong commercial awareness.
- Excellent problem-solving skills.

## DESIRABLE CRITERIA

Experience of working in the cultural sector | Holder of Personal Licence (or commitment to achieve)  
First Aid at Work Training | IOSH Managing Safely | Recognised Management Qualification  
Health & Safety related training/ qualifications.

# HOW TO APPLY

## GUIDANCE FOR APPLICANTS

Global Grooves is committed to equality for everyone and we encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation.

Global Grooves is committed to being a Disability Confident employer. We value difference and recruit by merit based on fair and open competition. We welcome candidates from all backgrounds and from all sectors.

We are committed to supporting applications from individuals from backgrounds or social groups that are currently under-represented in the arts and cultural sector – including those within South Asian communities, African and Caribbean communities and from the Deaf and disabled people, as well as individuals from lower socio-economic backgrounds. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place.

The attached job description is an overview of the type of work the successful candidate will undertake and is not an exhaustive list.

## SCHEDULE

- Applications close 6pm 24th June 2022
- Applications short-listed and notified by 1st July 2022
- Interviews will be held on the 6th, 7th and 8th July 2022
- We expect to notify the outcome of interviews w/c 11th July 2022.
- We would expect the post to be in place by the end of July 2022.

## HOW TO APPLY

Read and digest this recruitment pack and supporting documents to learn more about the opportunity and Global Grooves. We recommend visiting our websites; [www.globalgrooves.org](http://www.globalgrooves.org) / [www.the-vale.co.uk](http://www.the-vale.co.uk).

Prepare your application – this must include; a CV or details of your previous experience and a covering letter of no more than two pages, highlighting why you would like to work with Global Grooves. These should demonstrate how you meet the person specification and provide confidence you can meet the needs of the role and job description.

If you would like further information then email [hello@globalgrooves.org](mailto:hello@globalgrooves.org) and we can arrange a phone, zoom or face to face chat. We welcome pre-application discussions.

Send your application to [hello@globalgrooves.org](mailto:hello@globalgrooves.org) with the subject line **Global Grooves General Manager application**.

# WE'RE LOOKING FORWARD TO HEARING FROM YOU.