



## **Job application pack for**

Business Development Support Administrator

Thank you for your interest in this vacancy. Please read through the pack and email your application to [mark.prest@portraitsofrecovery.org.uk](mailto:mark.prest@portraitsofrecovery.org.uk)

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### **How to Apply:**

- 1) A covering letter or statement outlining clearly how you meet the selection criteria in the job description and person specification below
- 2) A current CV that includes the names and contact details of at least two referees, one of whom should be your current or most recent employer
- 3) A completed Equality Monitoring Form

### **Closing Date by 5pm:**

Notified of Interview:

Planned Interview date:

Planned Start Date Dependent on References:

Tues 1 December 2020

Friday 11<sup>th</sup> December 2020

Thursday 17<sup>th</sup> December 2020

January 2021

We are looking for a proactive and dedicated person to support delivery of PORe's, exciting and new strategic organisational development project K.I.S.S (Keep it Simple Stupid).

PORe is committed to promoting equal opportunities and encourages applicants from all sections of the community.

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## **Job Description – Business Support Development Administrator**

### **Organisation Overview**

Portraits of Recovery (PORe) is a Manchester based visual arts, non-venue-based charity whose work investigates the relational intersectionality of contemporary art, substance use and recovery.

PORe does this through visual arts commissioning and through partnerships in the recovery, health, academic and community sectors, engaging with those in recovery and the wider public.

PORe was founded in 2011 on the resilience of lived experience and ambition by Mark Prest, himself a man in recovery. PORe's vision and purpose is for social and cultural change via contributions to an emergent cultural identity for the UK's recovery community. A parallel is how Queer, Black, LGBT+, Women and disability art movements have taken back control and re-invented themselves through their own cultural production. The central argument made within the co-authored book chapter by Mark Prest and Professor Ali Roy: Roy, A. & Prest, M. (2014). [\*Culture Change: Art, Addiction, and the Recovery Agenda\*](#). In: J. Reynolds and Z. Zontou, eds., *Addiction and Performance*. Cambridge: Cambridge Scholars Publishing.

Internationally unique - eight years of award-winning cultural production has fostered new, culturally competent approaches to recovery and established a new North West England arts and social movement. Under the proactive slogan RECOVERISM, as allied to the arts it supports the emancipatory reframing of addiction and recovery identities.

Recoverism looks at recovering people and their communities as social assets with newly collective, responsible ways of living, free from substance or self-harming and defeating behaviours.

Activism as art for social and cultural change seeks to introduce increased access to and participation in high quality arts. That embeds Recoverism and Recoverist ideology within wider society and the mainstream arts and culture.

PORe has been awarded funding from Arts Council England's Elevate program to undertake two years organisational development. This post is part of a new team created to support the Director in the delivery of K.I.S.S (keep it simple stupid), PORe's ambitious new development strategy.

### **Job Summary**

Reporting directly to Director Mark Prest and working as part of a new small multidisciplinary team, the Business Development Support Administrator (BDSA) will play a key role in supporting the organisations strategic development. Ensuring the smooth running of core business processes. The role has a wide remit covering key business functions including: day to day administration, financial management and budgetary control, book keeping, human resources, updating and maintaining policies and procedures H&S, Equal Opp's, Safeguarding, COVID19, general office, help with funding applications and data gathering and supporting the production of management information and metrics in order to help achieve POR(e)'s key objectives.

### **Job Structure**

Hours per week:	Part time (2 days a week, 0.4 FTE)
Salary:	Pro rata per annum £9200 (Equivalent to £23,000)
Tenure:	In the first instance 20mth Self-Employed Fixed Term Contract with the option to extend as dependent on future funding
Reporting Line:	Reporting to the Director

*Please note that the role will be can be split over more than 2 regular days and due to COVID19 be both office and home based.*

### **Core Duties**

The core duty of the BDSA is to support the Director in the smooth and efficient running of the operations and successful delivery of our Elevate project K.I.S.S. This role will be critical in providing administrative support for financial and back office processes. The role will be inclusive of all aspects of office management and as the post is new, provides scope for improvement and redesign of business processes in consultation with the Director.

Key Responsibilities to Include:

- Support the Director in the delivery of K.I.S.S and Strategic Development of PORe
- Support the Director in the development and delivery of a 5-year business plan
- Provide day to day administration of PORe's activities
- Establish and maintain systems for compiling management information and data evaluation
- Assist with the development of funding bids and returns to funding bodies
- Establish and maintain generic filing systems and databases
- Organise Trustee meetings and preparation of agendas, minutes, and financial reports

Responsibilities for financial reporting will include establishing systems to support, manage and deliver on the following:

- Utilising QuickBooks for book-keeping purposes to ensure the timely logging of financial transactions

- Maintain budgetary control and monitor cashflow
- Ensure payments to suppliers, staff and other payees are made aligned to payment terms
- Managing incoming payments including invoicing and grants to ensure all monies are logged and accounted for
- Reconciliation of bank and petty cash accounts
- Preparation of Cashflow statements
- Assist the Director in preparing quarterly management accounts
- Assist the Director in preparing annual budgets and accounts
- Coordinate any other financial activities necessary for the efficient running of the organisation

HR responsibilities will include:

- Facilitation of staff recruitment and future volunteer management
- Supervision of volunteers
- Coordination of staff timesheets including managing annual leave

Policies and Procedure Role include:

- Maintain and update organisational policies and procedures in-line with Governmental legislation e.g. including: Health and Safety, Equal Opportunities, Safeguarding and COVID19
- Undertake organisational activity risk assessments
- Ensure the organisation is fully GDPR compliant

### **General**

- This job description is a representative document. Other reasonably similar duties may be allocated from time to time, commensurate with the general character of the post and its grading
- All staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements

- The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change

## **Person Specification – Business Development Support Manager**

### **Experience**

- Experience of business administration including budgets
- Experience of supporting business development
- Experience of working with Quick Books
- Experience of data gathering / compiling evidence / management information

### **Essentials**

- Educated to degree level or equivalent
- Ability to think and plan creatively and operationally
- A motivated, well organised flexible person, able to work on your own handling a range of administrative, assigned tasks and to work as part of a team
- An understanding of Health & Safety and relevant policies relating to the workplace and a proven commitment to equal opportunities with a willingness to adhere
- Computer literate and confident – proficient in use of word processing, web browsers, databases, spreadsheets with a willingness to learn and implement new applications
- Proven ability to meet deadlines through excellent time management skills and a flexible approach to problem solving
- Effective communicator in person, on the telephone with excellent written communication and presentation skills
- Strong and effective organisational skills

### **Desirable**

- In depth understanding of financial systems
- An understanding of the principles of strategic business development
- A recognized qualification in financial management / business administration
- A passion for the arts, culture/contemporary visual arts and/or arts for health sector
- Knowledge and experience of working with marginalised groups