



Job information for: Portraits of Recovery Operations and Finance Manager

Thank you for your interest in this vacancy. Please read this information carefully and email your application to mark.prest@portraitsofrecovery.org.uk

We are seeking an experienced, dynamic, resourceful, and self-motivated person to work as a key senior member of the team, supporting, and when required, deputising for Portraits of Recovery's Director & CEO. Whilst contributing to Portraits of Recovery's overall strategic development, this role is principally internally focussed and involves managing the operational, administrative and financial aspects of the organisation, including managing a small staff team to help deliver Portraits of Recovery's Business Plan.

Please let us know if you require any reasonable adjustments or have any access needs related to disabilities that we should address during the application or interview process. If you would like an informal chat before applying, then please email Mark Prest at mark.prest@protraitsofrecovery.org.uk to arrange.

How to apply:

- 1) A covering letter or statement clearly outlining how you meet the job description and person specification and where you might not, how you could develop those skills.
- 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.

Application deadline: Friday, 15 August

Interview notification: Friday, 22 August

Planned interview date: Monday, 1 September

Planned start date (subject to satisfactory references): TBC

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



Organisation Overview

Portraits of Recovery (Portraits of Recovery) is a pioneering visual arts charity in Manchester. We work with leading contemporary artists and people and communities (Recoverists) affected by and in recovery from substance use to create high quality inspirational art.

After 12 years as a project driven agency, Portraits of Recovery secured Arts Council England (ACE) and Greater Manchester Combined Authority (GMCA) Culture Portfolio funding in 2023 and began an exciting period of change, growth, and sustainability.

We are the UK's only contemporary visual arts organisation in this field. By working collaboratively with leading contemporary artists, people and communities in recovery, we share the human face of the recovery experience – breaking down barriers and promoting inclusion. Addiction does not discriminate. Addiction is a health, social and cultural issue.

Mark Prest's lived experience, and resilience led him to found Portraits of Recovery in 2011; a space that opens-up new conversations about addiction and recovery through the lens of contemporary art. We engage those in recovery by empowering them as artists and creators, growing their participation in culture, demystifying the world of contemporary art and giving a powerful voice to an often-marginalised community.

Our key stakeholders, people in recovery from substance use, engage with and create high quality inspirational art as a critical part of their recovery journey. Our work is inclusive, activist, durational and process based. Through culture we build ambition by empowering a stigmatised community to enable systemic change.

The philosophy that guides our work is Recoverism; an inclusive social movement borne out of the story of both Portraits of Recovery and Manchester itself - the birthplace of social movements like Trade Unionism, Suffrage, and the Cooperative Society. Our work reimagines ways in which people and communities affected by substance use and in recovery are represented and understood. Recoverism is a form of cultural activism: encouraging us to change the world and our place within it through collaboration and mutual support, between those in recovery, artists and wider society.

We envision a changed society. One in which those in recovery from substance use are, through the transformational power of the arts and culture, empowered to creatively shape the world around them.



Job Description – Portraits of Recovery Operations and Finance Manager

Job summary

Working as a key senior member of the team, supporting, and when required, deputising for Portraits of Recovery's Director & CEO. Whilst contributing to Portraits of Recovery's overall strategic development, this role is principally internally focussed and involves managing the operational, administrative and financial aspects of the organisation, including managing a small staff team to help deliver Portraits of Recovery's Business Plan.

Job structure

Hours: 35 hours per week which occasionally might be anti-social hours as required.

Salary: £34,000 per annum depending on experience.

Tenure: Permanent contract with an initial 3-month probation period which if required may be extended.

Reporting to: Portraits of Recovery's Director & CEO.

Responsible for: Digital Strategy & Marketing Lead & Curator of Social Engagement

Location: At Portraits of Recovery's office base (central Manchester) and occasionally at sites within Greater Manchester where Portraits of Recovery's activities take place.

Please note that the role will mainly be office based but some flexible home working to be agreed.

Core Duties

The core duties are to:

- Work closely with and support the Director & CEO in Portraits of Recovery's overall strategic, financial and organisational development to secure its long-term sustainability.

- Play a senior leadership and management role, particularly internally, by taking responsibility for managing Portraits of Recovery's operations, administration and financial aspects including governance and line managing a small team to help deliver Portraits of Recovery's Business Plan.
- Ensure efficient delivery of core business activities HR and data collection processes. Payroll is managed by an external agency.

This role is critical to Portraits of Recovery meeting its agreed funding and Business Plan objectives and provides a wide scope for strategic business development including redesigning our business processes.

The role's remit covers key internal business functions including day to day administration, financial management including budgetary control, human resources, updating and maintaining policies and procedures e.g. health & safety, equal opportunities, and safeguarding. The postholder will also be responsible for general office management and the oversight of the collection and use of data and its evaluation to help Portraits of Recovery achieve its targets and funding requirements. There will be scope to contribute to Portraits of Recovery's artistic programming.

The Operations and Finance Manager will also work alongside the Director & CEO on fundraising initiatives including contributing to bid writing.

Responsibilities:

Leadership and development

1. Working with the Director & CEO, contribute to Portraits of Recovery's overall management, organisational and strategic development and Portraits of Recovery's long-term business plan.
2. Deputise as appropriate for the Director & CEO in their absence and when necessary, report directly to Portraits of Recovery's board.

Advocacy and Profile

3. Support the Director & CEO in advocacy for the organisation.
4. When appropriate, represent Portraits of Recovery at key meetings with existing and potential funders and stakeholders.
5. Work with the Director & CEO and Digital Marketing Co-ordinator to ensure the regular update and implementation of marketing and audience development strategies and initiatives.

Financial planning, management and reporting

6. Work with the Director & CEO to formulate multi-year business plans and related budgets, as well as preparing annual budget and cash flow forecasts for discussion with the Director & CEO and Portraits of Recovery's Board of Trustees. This will involve working closely with Portraits of Recovery's staff team to agree project budgets including income projections.
7. Ensure that effective systems are in place to manage the day-to-day financial operations, that robust sign-off procedures are in place and all statutory legal obligations to HMRC (supported by external agency), Charity Commission and Companies House are met, and that all required filings are made in a timely fashion.

8. Oversea production of accurate and timely quarterly management accounts and ACE cashflow returns.
9. Support the Director & CEO to present quarterly financial reports and advice to the Board of Trustees and funders as required.
10. Maintain regular oversight of cashflow with the Director & CEO.
11. Liaise with Portraits of Recovery's accountants and work closely with the Director & CEO to oversee the timely production of annual end of year accounts.

Fundraising

12. Work alongside the Director & CEO on fundraising initiatives including contributing to bid writing.

Governance

13. Plan and provide administrative support to the Board of Trustees' meetings.
14. Support the recruitment, induction and training of new trustees.
15. Support Board development in line with ACE requirements

Organisational Management

16. Contribute to good internal communication and business process management, including chairing team meetings as appropriate.
17. With the Director & CEO, prepare and regularly update Portraits of Recovery's Risk Register for review and approval at Board of Trustees quarterly meetings.

Operational Management

18. Be responsible for Portraits of Recovery's day-to-day operation including, health & safety, safeguarding policies and procedures, customer service and the relationship with our landlord.
19. Liaise and carry out risk assessments with and for delivery venues.
20. Be responsible for annual renewal of Public and Employee Liability Insurances.
21. Ensure that all Portraits of Recovery's relevant legal obligations are met.
22. Be responsible for Portraits of Recovery's disaster recovery and business continuity plans ensuring they are updated on a regular basis.
23. Support the use of IT and digital media across Portraits of Recovery's work by ensuring IT systems are secure, well maintained and managed with a development plan to meet Portraits of Recovery's needs.

People

24. With the Director & CEO, co-ordinate and contribute to staff recruitment, selection processes and contracting.
25. Line manage the Digital Strategy & Marketing Lead and Curator of Social Engagement.
26. Carry out regular performance reviews of staff, identifying, organising and supporting team and individuals' training and learning and development opportunities.
27. Lead and manage Portraits of Recovery's equality, diversity, inclusion, anti-racism and equal opportunities strategies and practices.

28. Promote and ensure good practice and compliance with relevant employment law and health & safety regulations in Portraits of Recovery’s office and any external sites where staff are working, seeking external professional advice when required.

Legal and contracting:

29. Oversee purchasing and contracting across Portraits of Recovery’s operations making sure that the financial implications of contracts have been allowed for in all budgets.
30. Be responsible for legal compliance and good practice across Portraits of Recovery’s business processes in line with charity and company law.
31. Monitor Portraits of Recovery’s funding agreements ensuring accurate and timely reporting to funders.

Other

32. Undertake training and learning and development as required.
33. Implement environmental and carbon reduction policies, in line with ACE NPO Investment Principle targets.
34. Keep up to date with financial, administrative, and operational best practice together with legal and tax changes.
35. Ensure the organisation is fully Information Commissioners Office/GDPR compliant.
36. Take responsibility for data collection and evaluation e.g. Impact and Insight Tool, Illuminate and Julie’s Bicycle monitoring and evaluation platforms.
37. Work outside of office hours as agreed.
38. Carry out other duties as reasonably requested by the Director & CEO.

Person Specification – Operations and Finance Manager

Qualifications and Training (essential)

- Educated to degree level or equivalent and/or with comparable professional and/or life experience.

Specialist Knowledge (essential)

- Financial management
- Third sector / charity governance
- Health & Safety working practices

Specialist Knowledge (desirable)

- Interest in and or knowledge of the arts, culture and creative industries.
- Main principles and successful track record of fundraising and bid writing experience

Experience (essential)

- Line management in a small organisation, including supporting the learning and development of staff.
- Developing and implementing core HR policies.
- Minimum of 2 years' experience in a similar role in a small or medium scale arts or non-arts organisation or charity.
- Administration of funding contracts.
- Project management.
- Collaborating with creative people and teams.

Experience (desirable)

- Developing and implementing organisational development strategies and programmes
- Working with and managing relations with stakeholders.
- Procurement and contracting of suppliers.

Practical & Intellectual Skills (essential)

- Proven ability to effectively communicate and negotiate with a wide variety of people.
- Demonstrable ability to manage organisations, projects and relationships to a high standard, on time and on budget.
- The ability to write clear and effective reports, budgets, and schedules.
- Computer literate and highly proficient in Microsoft Office and in particular spread sheet applications.
- Skilled in the use of web and internet communications.

Disposition & Attitude (essential)

- Enthusiasm for Portraits of Recovery's vision: *of a changed society. One in which those in recovery from substance use are, through the transformational power of the arts and culture, empowered to creatively shape the world around them'.*
- Willingness to deputise in the absence of the Director and CEO
- Flexible, creative, collaborative, and innovative approach to working in a variety of contexts both formal and informal.
- An eye for detail.
- An inclusive team leader who motivates and generates enthusiasm in others and supports the continual learning and development of Portraits of Recovery's staff.
- Confident in building relationships and collaborating with a diverse range of people.
- A creative 'can do' problem solver.
- Ability to work on own initiative and prioritise and organise workload.



- Ability to work under pressure, remain calm and meet deadlines.
- Interest in the type of work presented by Portraits of Recovery.
- Commitment to the promotion of equal opportunities, diversity, inclusion and anti-racism through Portraits of Recovery's work.
- Committed to work to Portraits of Recovery's policy and practices to promote environmental sustainability.

Personal Circumstances

- Willingness to work irregular and/or anti-social hours when and as agreed.
- Willingness to travel to locations within Greater Manchester in relation to Portraits of Recovery's work.