



Job Title: Operations Manager

Closing Date for Applications: Friday 25th February 2022

The Irish Street Arts, Circus and Spectacle Network are seeking an efficient and dedicated individual to join its growing team and play a key role in the future growth of these collective art forms across the island of Ireland and beyond. This is an exciting moment in the development of the network and of the sector, which has seen unprecedented growth in recent times.

ISACS are launching a new Strategic Plan for 2022 – 2025 later this month and are about to embark on a new phase of their journey.

This job provides an exciting opportunity to contribute to and shape the future growth of these artforms strategically and collectively. We are looking for someone who will enjoy being part of a small dedicated and highly passionate team.

You will be part of a friendly open and warm environment with a strong supportive ethos which aims to encourage every member of the team and of the ISACS Network to reach their full potential. This role is ideal for someone who is passionate about the arts, about community and who wishes to make a difference for themselves, for the arts and for those around them in a long-term way.

Reporting to: The Executive Director

Time frame: Full time role (39 hrs per week)

Salary: €40 - 45,000 per annum dependent on experience. Statutory holiday entitlements apply

Location: Flexible

Contract: One year fixed term with a view to extending beyond contingent on funding

Probation period: Three month probation period pending appraisal

NB: The ISACS HQ is currently in Wexford town, Ireland. A regular commitment to being at the HQ for a portion of the monthly arrangements is essential, as well as to being in attendance at other locations from time to time as part of the nationwide brief of ISACS.

Overview

The ISACS network was formed in late 2010 in response to a recognised need for a representative body for this emerging and flourishing area of practice in the arts in Ireland. ISACS exists to increase recognition for Street Arts, Circus and Spectacle artists and companies in Ireland, to build capacity in the sector and to create a strong support structure for these art forms. Over the past ten+ years ISACS membership has grown from 10 to over 200 currently and continues to grow.

Vision:

To be a leading example of an artist first members network which supports and grows the street, circus and spectacle artforms of Ireland.

Mission:

Our mission is to **celebrate** our artforms, **advocate** for the policy and practical changes that will allow our artforms to flourish, **grow** our membership and **sustain** our organisation.

Goals:

ISACS' four main goals are –

1. **Celebrate** our Artforms sharing the history, value, and potential of our work
2. **Advocate** for the policy and practical changes that will enable a flourishing Street Art, Spectacle and Circus sector to thrive in Ireland
3. **Grow** our support to ISACS members to enhance their capacity to deliver high quality work and to sustain their livelihoods
4. **Sustain** our organisation through increased and diversified funding and enhanced human capacity

The Operations Manager will be at the very heart of the Company, facilitating and supporting a smooth working process across all aspects of the organisation and developing strong financial and reporting structures across ISACS work. As OM of the ISACS Network, you will be a key trusted team player with strong collaboration skills. Your work will greatly enhance and support the well-being of the organisation and will be integral in enabling ISACS to achieve its goals.

We are also currently recruiting for the position of Communications Officer to commence simultaneously to this position. This means the ISACS team is set to double in size in 2022 and will constitute a significant step forward in the evolution of the ISACS network as a whole, transforming the work we aim to do.

Responsible for:

- Implementing the overall strategic vision of the ISACS Network in partnership with the Executive Director and the Board of Directors
- Further development and management of the financial structures of the ISACS Network
- Operational and structural management of the ISACS Network systems
- Ensuring ISACS is adequately resourced and operating in a strong, safe and sustainable manner

Key Responsibilities include:

- **Programme Management**
Working with the Executive Director, to strategically develop the existing programme of activities in a way which is sustainable, achievable, and financially viable, while at the same time ensuring that it is in line with our Strategic objectives at all times.
- **Fundraising**
Identify and develop new income generation and fundraising activities in conjunction with the Executive Director.
Collaborate with the Executive Director on funding submissions and grant drawdowns.
- **Financial Management and Budgeting**
Oversee all aspects of income and expenditure in partnership with the Executive Director
Work with Executive Director to set and monitor budgets across the ISACS annual programme
Maintain and generate monthly management accounts, as well as quarterly reports for board
Produce regular cash flow projections and preparation of accounts for annual audit
- **Staff and Administration**
Work closely with a highly motivated and small team which consists of Executive Director, Company Administrator, Communications Officer as well as this new role, to deliver services and projects within agreed timelines
Administer HR duties including employment contracts, schedules, holidays, staff evaluations and general organisational welfare
Contribute to the efficient running of the office by setting up, maintaining, and improving administrative and communication systems and procedures
Support and manage, in partnership with the ED, existing relationships with core funders
- **Governance**
Oversee and ensure compliance with the Code of Governance and Company Law
Oversee the administration of the Board of Directors and the company and that compliance is duly followed and implemented.

Person Specification:

The successful candidate will be motivated by the vision and mission of the ISACS Network. They will be a logic and systems-oriented person with a keen eye for detail. They will be a positive team player with a strong collaborative and partnership approach. They will have an eye for identifying opportunities, writing and pitching proposals, projects and ideas.

The successful candidate will have a minimum of 2 years experience working in a managerial role, either within the arts, community, non-profit or related sector. Knowledge of a Salesforce system and XERO accounting will be an advantage. They will have a passion for the arts and a desire to contribute to the growth, development, and success of the ISACS network, with a particular enthusiasm to learn about the street, circus and spectacle art forms.

They will have financial, administrative and governance experience. An interest in the arts, business development, advocacy, policy & strategy is essential.

ISACS Network is committed to equality and diversity and welcomes applications from people of all genders, nationalities, races, cultural backgrounds, ages, religions, languages, different abilities, sexual orientations or socio-economic statuses.

Please submit a letter of application accompanied by an up-to-date CV by email to director@isacs.ie

Closing date: 5pm Friday 25th February 2022

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