

WATERSHED

Job Description

April 2019

Job title: General Manager

Dear Applicant

Deeply rooted in Bristol, but working across the world, Watershed is recognised for our internationally distinctive programme of cultural cinema, creative technology and inclusive talent development.

In the last four years we have seen a huge increase in demand from audiences, artists and partners and are in a period of physical and organisational growth.

We are looking for a confident, collaborative individual to join our Executive Team at this exciting time in our development. You will ensure that we have the resources and capacity across the organisation to deliver our ambition and a plan for the future that aligns with opportunity in our city and sector.

You will work across business and resource development, joining a strong and established Executive team to share responsibility and leadership of the organisation, in partnership with the Board.

Watershed's first value is ***Inclusive - We are people led***. *We listen to and engage with the broadest range of people*. To achieve this in everything we do, we are striving to understand more about who applies to work with us. So we invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with the short listing panel.

Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and equal opportunities monitoring form. Please **DO NOT** include your CV as it will not be considered. Please put all relevant information on your application form.

Watershed will work with shortlisted candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Watershed encourages applications from people of all backgrounds but particularly welcomes applications from candidates from BAME backgrounds as they are under-represented within our staff team.

The closing date for all applicants is: **Friday 24 May at 2pm**

Interviews will take place on: **Friday 14 June (NB - previously listed as Tuesday 4 June)**

Thank you for your interest in Watershed.

Yours faithfully

Clare Reddington
CEO

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"Watershed is a place like no other - I feel free to be my whole self at work. Every day I feel professionally supported, challenged and free to contribute to the culture of the organisation"

Zahra Ash-Harper, Pervasive Media Studio Producer.

Position: General Manager

Responsible to: CEO

Responsible for: Head of ICT, Human Resources Manager and Head of Development

Member of Executive Team alongside Head of Finance, Head of Communications, Head of Commercial Operations and CEO.

Purpose of Job

The General Manager will be responsible for ensuring Watershed's vision and ambition is deliverable, with appropriate infrastructure and resources in place to make this happen.

Focussed on organisational resilience, the core function of this role is to lead resource development and ensure the effective delivery of our business plan.

As well as having an eye on the day to day, you will have a plan for the future that aligns with city and sector opportunity.

Key Responsibilities and Accountabilities

Business Development

- The collaborative development and updating of Watershed's Business Plan for internal and external stakeholders to meet organisational aims and vision, with clear measures of progress and monitoring
- Development of the policy, strategy and resources to enable managers and staff to deliver the business plan negotiating the challenges of balancing the development of ideas and developing income

Finance and income generation

- Work alongside the Head of Finance to set and interrogate budgets and cash flow forecasts, manage financial risk and set long-term financial strategy
- Leadership of development strategies to build strong partnerships, fundraising income and a future funding pipeline
- Identification and scoping of new commercial opportunities and new commercial models with an emphasis on opportunities around the cultural programme

Governance and compliance

- Responsibility for ensuring effective Board engagement, including preparation of appropriate and timely documentation to ensure the Board is fully informed
- Take ownership of the organisational risk profile and compliance, supporting others to manage risk.
- Oversee the organisation's contracting policies and approach, overview and support for contract negotiation with major partners and suppliers

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Management

- Management of Watershed's head lease and contractual relationships with tenants
- Management and support for the development and delivery of core organisational functions around HR, Fundraising and ICT, ensuring they are joined up, effective and meet industry best practice.
- Line management the Head of ICT, Human Resources Manager and Head of Development

Shared Executive responsibilities

- Shared management of the organisation as part of the Executive Team in support of the CEO
- Advocacy and thought leadership around Watershed's role in the local and national cultural sector
- Participation in shaping Watershed's vision and strategy, alongside the Board of Trustees
- Championing of a values-based organisational culture
- Protection of the collaborative, inclusive organisational culture which supports and enables individuals and teams to deliver on objectives

Who we're looking for

With a wide range of experience and an ability to adapt to new situations, you will need to demonstrate:

- a forward-thinking approach to managing a complex organisation and able to communicate our vision in a clear and compelling way
- a comprehensive understanding of financial planning, management and financial accounting.
- You will be a natural motivator and coach with an ability to seek out opportunity, set stretching targets and drive performance, helping the organisation fulfil its full potential
- You will have excellent commercial awareness and business acumen
- You will be a strong negotiator, confident communicator, accomplished decision-maker and natural collaborator, who is adept at building effective working relationships with a wide variety of people
- You will be quick to understand and assimilate an inclusive organisational culture and the benefits that brings

You will have experience in:

- Leadership gained in a similar sized, public facing organisation in either the culture, voluntary or third sector – or excellent evidence that you can adapt
- Financial strategy and planning, contract negotiation, Income development and change management
- Managing complex teams, stakeholder relationships and budgets
- Understanding of what it means to work in an inclusive working environment that champions equal opportunities.

Key Performance Indicators

- Watershed has appropriate resources, policies and procedures in place to be viable, resilient and sustainable
- Watershed has an accurate and achievable Business Plan which is understood and owned by all staff
- Watershed has an achievable and resilient financial strategy which balances the needs of people with profit
- Excellent collaboration with board and Watershed staff
- Thriving and inclusive organisational culture
- Key funders are well informed and their funding requirements are met.
- Watershed is compliant with all relevant legislation
- Risk is identified and effectively managed

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Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

Additional information:

- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department'.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.