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Soulisquoy Printmakers Ltd is a registered Scottish Charity No SC078868

Registered Office: c/o Buckquoy, Harray, Orkney, KW17 2JS

**Programme and Workshop Manager Job Description**

**Contract terms & conditions**

*Job Title:* Programme & Workshop Manager

*Location:* WASPS Studio Stromness, Orkney & home working (by arrangement)

*Salary:* £42,000 pro rata

*Pension:* Employer pension contribution equal to 5% of salary will be paid

*Hours of Work:* 28 hours per week (flexible working that will involve evenings and Saturdays)

*Reporting to:* Chair and Board of Directors

*Responsible for:* Studio Technician, Trainee, Freelance Practitioners and Volunteers

*Contract:* Two-year fixed term with one-month probationary period

*Annual Leave:* Leave is calculated on a pro-rata basis relative to the start date. 28 days annual leave and 10 days recognised public holidays. Leave year runs from 1 January to 31 December.

This job description sets out the duties of the post. Duties may vary from time to time without changing the general function of the role or its level of responsibility.

**Key Responsibilities**

* Manage all operational, business and financial management of Soulisquoy Printmakers (SP)
* Manage year-round programme of activities on-site and in wider community
* Maintain and oversee that Health & Safety is compliant
* Oversee day-to-day running of the print studio to ensure it operates efficiently to a high standard, adhering to SPs policies at all times
* Work with SP’s Board & Freelance practitioners to develop and deliver a high quality innovative creative programme that engages new and diverse participants
* Working with SP Board to develop long-term strategic overview of the organisation
* Ensure that Equality, Diversity and Inclusion are at the heart of SP’s operation and activity
* Ensure that Fair Work is embedded into all of SPs operation and activity
* Maintain and ensure data retention and security is in line with GDPR
* Work in ways that minimise the environmental impact of the SPs operation and promote sustainability
* Line manage the Studio Technician, Trainee, Freelance Practitioners and Volunteers, making sure their self-motivation and well-being are manged appropriately and, they feel supported and equipped to meet targets and deliver their roles successfully
* Work with freelance practitioners to carry out ongoing evaluation and consultation with participants to ensure programmes are focussed and expectations are being met and considered at all times
* Be responsible for marketing and maintaining website and social media
* Be an ambassador for the organisation, increasing engagement and inclusivity
* Fundraise through application to occurring opportunities
* Effectively manage own load with limited supervision
* Prepare risk assessments that identify, manage and mitigate organisational risks.
* Ensure all policies are up to date, reviewed regularly and approved at SP Board level, and communicated within the organisation
* Work flexibly and responsively, undertaking any other duties relevant to the level of post

**Essential Qualities**

Candidates must have the following skills and experience and be able to evidence these in the application and/or at interview. They should be, or have:

* Committed to Soulisquoy Printmakers’ mission and values
* A strategic and pragmatic thinker with strong organisational and administrative skills
* Proven commitment to Equality, Diversity & Inclusion and Fair Work
* Passionate about encouraging learning and participation
* Self-motivated, with a creative and collaborative approach to working with and inspiring others
* Excellent people management skills
* Feel confident in a leadership role
* Prepared to work out of hours and at weekends
* Knowledge of Health and Safety legislation and protocols and their practical application in the workplace
* Applicable management experience in a relevant sector
* Excellent verbal, written, and numerical communication
* Highly computer literate with IT experience
* Ability to work on own initiative as well as a member of a team

**Desirable Skills and Experience**

* Degree in relevant subject
* Arts background with practical printmaking skills
* Full Driving Licence and/or ability to travel between sites
* Experience of working in participatory arts and a learning environment
* Understanding of issues faced by arts, culture and heritage sector

**Personal Qualities**

* Resourceful and adaptive
* Collaborative and focused
* Analytical and strategic

**Equal Opportunities**

Soulisquoy Printmakers recognises that all individuals should be treated fairly and equally in accordance with their needs. It aims to ensure that no person is discriminated against or disadvantaged by reason of their circumstances, identity or beliefs.

Soulisquoy Printmakers is committed to freedom of artistic expression and to equality of opportunity, diversity and inclusion in its programme, employment practices and in the provision of its services.

Soulisquoy Printmakers will ensure that no employee, volunteer, job applicant, visitor or customer, current or prospective is placed at a disadvantage by reason of age; disability; gender reassignment; race/ethnicity; religion or belief; sex/gender; sexual orientation; pregnancy and maternity; marriage and civil partnership; socio-economic deprivation or any other unjustifiable discrimination.

**How to apply**

Please submit a completed application form, along with the Equal Opportunites Monitoring form.

Please note CVs will not be considered.

Contact details for two referees should be included and may be contacted prior to interview

Please state if you do not wish referees to be contacted prior to interview.

For further information about the post please contact Soulisquoy Chair Laura Drever: [lauradrever@hotmail.com](mailto:lauradrever@hotmail.com)

Applications should be emailed to: Laura Drever [lauradrever@hotmail.com](mailto:lauradrever@hotmail.com)

**Closing date for applications is: Wednesday 1 May 2024 by 5pm**

For further information about Soulisquoy Printmakers see [www.soulisquoy.co.uk](http://www.soulisquoy.co.uk)

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