



Job Pack: General Manager (Maternity Cover)



Thank you for your interest in working with Paraorchestra. This is an extraordinary moment to join our team following a rapid expansion of our programmes, projects, partners, funders and team in 2023.

Paraorchestra creates award-winning, high quality and innovative orchestral work presented as large-scale live concerts, shows and tours, recordings and broadcast programmes. Attending a Paraorchestra show offers a transformational and emotive experience. Our artistic ethos brings audiences up close and personal with the musicians and artists, immersing them in the experience and shattering traditional preconceptions of what an orchestra does, where you might encounter it, what it plays, and who performs. Because of this approach, we attract a predominantly new, younger, and more diverse audience.

“Buzzing from an immersive music/dance piece where the audience is able to wander about on stage brushing up against singers, strings, bass, percussion, dancers. Music up so close you feel the vibrations.

Kirsty Lang, broadcaster,
The Nature of Why at Southbank Centre, London

We are as adept performing in concert halls, as we are in theatres, galleries, outdoor music festivals, beachfronts, and housing estates. Our touring has reached across England, Scotland and Wales. We work most closely with Bristol Beacon, where Paraorchestra is Associate Artists at one of the UKs most prominent, forward-thinking, concert venues and regularly perform at London’s Southbank Centre. We are the only orchestra to headline mainstream music festivals - performing at Glastonbury Festival in 2019 and 2023 and at Bluedot Festival in 2022.

Our repertoire mixes new commissions with the contemporary and traditional; Steve Reich, Górecki and Mozart, as well as re-imagined work based on the music of Kate Bush, David Bowie, and Kraftwerk.

Across our programme of concerts and events, we offer a vision of the inclusive change that we want to see in the world. Professional disabled musicians, composers, and artists are the backbone of our creative output with 60% of our professional ensemble having lived experience of disability.

“The orchestra can include everyone, and it can be for everyone.”

Charles Hazlewood, Artistic Director, Paraorchestra

Our new artist development programme [Modulate](#), is creating change at a structural level within the classical sector, offering opportunities for disabled musicians and composers to explore their practice in multiple bespoke ways. The programme goes beyond notions of levelling the playing field and is creating an environment in which disabled music creators can truly thrive.

Perhaps the best way to get a feel for what we do is via this short film:



[Click here for an audio-described version of the film](#)

Here are some other examples of our work:

[*Trip The Light Fantastic*](#) (2023), a three-way collaboration between Paraorchestra, Bristol-based electronic composer Surgeons Girl and AV specialists Limbic Cinema commissioned by Bristol Beacon to celebrate the reopening of the venue after its once-in-a-generation transformation.

[*SMOOSH!*](#) (2021), a large-scale outdoor site-specific promenade performance of up to 70 professional and local musicians and dancers that is typically performed in and in co-creation with communities who do not traditionally attend concert halls.

Two TV projects: [*Beethoven and Me*](#) (2021), watched by 146,000 people, and which won Best Music Programme at the 2022 Broadcast Awards and [*Re-Inventing the Orchestra*](#) (2022), an unprecedented six-part documentary series, watched by 233,000 people.

[*The Unfolding*](#) (2022) our debut album, a collaboration with composer Hannah Peel released worldwide by Real World Records reached Number 1 in the Classical Album Charts and toured to Bristol, Gateshead, Edinburgh, London culminating in a headline performance at the Bluedot Festival near Manchester.

[*The Anatomy of the Orchestra*](#), our sound installation for 65 musicians allows audiences to wander the orchestra up close and personal, continues to be in demand and was presented at the opening of the redeveloped Birmingham Symphony Hall in Summer 2021, and at Southbank Centre Summer 2022. A new iteration, Drone Refractions, premiered at Bristol Beacon and Southbank Centre in January 2024.

How we work

We are a passionate and openhearted team of people who are excited by the art we create and driven by the changes and opportunities we are initiating.

We take a person-centred approach when creating each of our projects, consulting with every musician or creative involved to ensure we remove any barriers that might prevent them performing at the highest level. Our collaborations with artists across genres and artforms, together with our ensembles of disabled and non-disabled musicians, are deepening levels of understanding, and encouraging an exciting and unique exchange of ideas and creative opportunities.

“I have felt so supported and welcomed during my start at Paraorchestra. It’s so lovely to be part of a team who treat each other with such kindness, trust and respect. Everyone was well prepared for my first day, the onboarding process has been faultless and I felt like part of the team straightaway.”

Holly Beasley-Garrigan, Artist Development Coordinator
(joined January 2024)

This whole ethos is extended throughout the team. We work collaboratively, with respect and consideration, nurturing a culture



where no question is a 'stupid question' and everyone is equipped to enjoy, and take pride in, their work.

Access Support and Inclusivity

We believe all areas of our work will be stronger with greater diversity and welcome applications from those who bring difference. We recognise that the arts have not been a go-to employer for anyone who identifies as disabled. We want to act positively and change this and would like to hear particularly from those that identify as D/deaf, disabled or neurodivergent under the Social Model of Disability or who have faced barriers to their career progressing due to access needs not being met.

If you are D/deaf, disabled or neurodivergent and you meet the essential criteria for the role, we will guarantee you an interview.

We are also able to support you with an application to Access to Work where appropriate. If you would like to discuss this before an application please email applications@paraorchestra.com and let us know how best to contact you.

"I joined Paraorchestra as Producer in 2023 and have loved every minute! The organisation has a wonderful approach to creating work in an ambitious and caring way, not sacrificing one for the other. And this applies to the way they look after their staff too, the systems and processes in place support a great work ethos of trust and collaboration. I have felt really well supported by my team and line manager. I have worked in the industry for 15 years and can honestly say I have never worked for such a caring (and efficient!) organisation."

Ailie deBonnaire, Producer
(joined June 2023)

Applications

To apply, please send a CV and covering letter explaining how your experience, skills and personal attributes are right for the role to applications@paraorchestra.com

Please pay particular attention to the key responsibilities and the person specification, as matching these to your skills, experience and attributes is how we determine our shortlist for interviews.

Your covering letter can be a video or an audio file (no longer than 4 minutes) or written (no more than 2 sides of A4).

Please download and return a completed [Equal Opportunities Survey](#) along with your application.

If you need access support to complete and submit your application, please email applications@paraorchestra.com and let us know how best to contact you.

Here are some application Dos and Don'ts to bear in mind:

- DO include your phone number and contact details
- DO include dates on your work history
- DO tell us how you heard about the job
- DON'T include a photo or your date of birth – this is confidential data you don't need to share with us
- DON'T forget to proofread for spelling and grammar errors

Interview Process and Key Dates

The deadline for applications is **5pm on Tuesday 26 March 2024**

Interviews will take place on **17 – 19 April 2024**

If your application is successfully shortlisted and you are invited to an interview, we will provide interview questions in advance, along with an organisational chart outlining all of the different roles in the organisation. Please be forthcoming with any access needs ahead of your interview so that we may accommodate them.

Interviews are likely to be held in person in Bristol, however, we are also happy to facilitate a Zoom interview with the panel if this works better for you. In certain situations we may decide to hold all interviews online using Zoom. If the interviews are held in person, we are happy to reimburse your travel expenses, and any additional access costs that you might have.

Feedback

If you are invited to interview but are unsuccessful we will provide feedback – on request – within two weeks of your interview. This may be verbal or written. We are unable to offer feedback on your initial application alone due to the high number of applications that we receive. If you have not heard from us within three weeks of the deadline, you can assume that on this occasion you have been unsuccessful.

Questions?

If you have any questions about the recruitment process, or would like to understand more about our culture, we can arrange an informal chat with one of the newest members of the team about their experiences to date and what it's like to work for Paraorchestra.

Please get in touch on applications@paraorchestra.com. This is an opportunity for you to learn more about how we work, rather than the specifics of the role advertised, and you will not be talking to a member of the interviewing panel.

Thanks again for your interest in the role and we look forward to reading your application.

Warm wishes,

Jonathan Harper

Chief Executive Officer
Paraorchestra

Position: General Manager (Maternity Cover)

Reports to: Chief Executive Officer

Salary: £32,500

Contract: 12 month contract, full-time

Scope of the role

Throughout the course of this twelve-month contract your work will underpin every area of our work – from our groundbreaking artist development programme for disabled musicians to large-scale commissions performed for a national audience, to the move into our brand new office space.

You will lead on the oversight and management of efficient organisation-wide systems and processes across HR, Finance, office management and organisational administration, environmental impact monitoring, data collection and IT support. You will also play a key role in the liaison with partners and externally contracted organisations Creative Youth Network, FD Works, Narrow Quay HR and Goto IT.

In 2024, you will also take the lead on one of our key change projects, our move to new offices in central Bristol, which will require management and operational delivery of contract negotiation and fit-out for our planned new offices.

Key responsibilities

General Management and Office

- Develop the systems and processes for effective and efficient office and systems management
- To be responsible for ensuring all premises, staff and productions are adequately insured
- To provide guidance and improve on current inclusion-focussed processes within the organisation, for example, job recruitment and accessibility monitoring
- To support the Designated Safeguarding Officer and Deputy Safeguarding Officer with the management of our safeguarding procedures including the process of annual policy review and organisation of training, and the day to day needs of DBS checking and monitoring
- To develop and oversee office-based Covid, health and safety and welfare protocols, working with the Programme Director to align these with production based protocols
- Manage the relationship with our office hosts at The Station, Creative Youth Network, and all other contracted office suppliers to ensure the smooth running of the office, including ensuring the office is welcoming and tidy, it's safety and security, it's ongoing maintenance and it's accessibility
- Manage our office lease arrangements, oversee office redesign and/or relocation needs, liaise with building management ensuring an excellent ongoing relationship and timely response to any issue arising
- Working closely with the Executive team to manage new meeting structures and the implementation of a regular series of staff away days

- Act as first point of contact for the organisation for administration management, responding effectively and efficiently to all email/telephone enquiries and referring on to other company members as needed
- Take the lead on monitoring the organisation's environmental impact, including collecting and analysing our data for reporting purposes and working with other members of the team to do this where necessary.

HR

- Take an active role in supporting colleagues to carry out their line management roles effectively, providing guidance and support through HR processes and acting as lead counsel for the organisation in this area, in close consultation with our HR specialists Narrow Quay HR
- Manage the systems and processes by which we monitor the effective implementation of the organisation's HR policies, including the maintaining of monitoring and recording documentation, our probationary review process, our Objectives Review process and our Training and Development policy
- Manage the annual process of reviewing policy documents and our Staff Manual, working with our HR consultants Narrow Quay HR to ensure that Paraorchestra is compliant with all statutory law and best employment practice
- Oversee the recruitment and induction process for all new appointments, incorporating inclusive recruitment principles
- Supporting and managing the access needs for all staff and liaison with Access to Work where appropriate
- Draft and issue all new contracts for freelance and permanent employees

- Lead on the implementation of our People Strategy, in close consultation with the Fundraising and Transformation Consultant and our CEO. This strategy sets out the culture within which we work with one another at Paraorchestra and covers all aspects of our employment of individuals

Finance

- Working closely with the CEO, support the management of our external accountancy resource, FD Works, to ensure efficient and effective company finance workings including, but not limited to, payment runs; payroll; management accounts
- With FD Works, manage the budget reconciliation system – acting as the liaison for staff where necessary
- To monitor and reconcile key core cost codes, including (but not limited to) office, travel and HR costs, and to support the annual budget planning process for core costs
- Working closely with the CEO and appointed Accountants to support the annual Audit and production of Annual Accounts

Board of Trustees and Governance

- Maintain the necessary records for Trustee appointment and resignations with the Charity Commission
- Manage the annual schedule of Board meetings and Trustee away days
- Attend and minute confidential Board meetings
- To manage Board processes including the drafting of board papers including Agendas or timely scheduling of other written papers from colleagues, to circulate these in timely fashion and maintain all Board records

- To support the CEO in the recruitment of new Trustees and their induction processes
- To support the CEO and Fundraising and Transformation Consultant (FTC) on the monitoring and reporting of the ACE Investment Principles Plan, and on the delivery of some aspects of this plan as directed by the FTC

Impact Measurement

- Working closely with the Programme Director and Head of Communications as part of the 2024 project on Impact Measurement, you will play a key role in the secure collection of organisation-wide data, as required by funders, for statutory HR purposes, for our environmental responsibility goals and for other areas as required

IT

- Strategic management of IT provision (to support better company working), via the work of our external company Goto IT
- Responding to any internal queries and troubleshooting with Goto IT
- Developing and managing a rolling and annual programme of upgrades and replacements to ensure the organisation can deliver its activity

Manage and deliver the Office Move, Summer 2024

- Manage the ongoing relationship with Creative Youth Network's management team, including – in close consultation with the CEO – the contract negotiation regarding the new office space
- Design the layout of the new offices, and purchase the furniture
- If needed, appoint external contractors to finish the decoration/layout of the new office spaces
- Install the new office furniture, bringing in additional contractors if needed
- Manage the staff team through the move with excellent comms and plans for alternative location during office move
- Liaise with and oversee Goto IT with regard to new IT installation

You may also be required to undertake such other reasonable duties from time to time as the Employer may reasonably require.

Person Specification

Essential:

- Experience of managing HR issues
- Experience of supporting disabled team members with their access needs in order to be able to work to their full potential
- Experience of working in a position of responsibility in an administrative function of a busy office
- A sound knowledge of equality, diversity, and inclusive approaches and of the Social Model of Disability
- Demonstrable experience of creating office systems and processes to support operational functions
- Demonstrable experience in monitoring environmental impact
- Demonstrable experience of managing office contracts and suppliers

- An understanding of financial processes and management of financial records
- Competence in data management, keeping and processing records including the management of confidential data
- Demonstrable experience of managing inclusive recruitment processes
- Experience of minute taking and working with advisory Boards or Boards of Trustees
- Ability to work on own initiative and to seek support when necessary
- Excellent interpersonal skills and ability to relate well to people at all levels
- A high level of self-motivation
- Excellent communications and IT skills
- An ability to work calmly under pressure

Desirable:

One or more of the following:

- Experience of working with the Access To Work system, ideally as part of helping to support team members' day to day work.
- Experience of working within the cultural sector
- Experience of working within the charitable sector
- Expertise in IT systems and the implementation thereof

Summary of main terms & conditions

Working conditions

Paraorchestra seeks to offer a working environment that is flexible and responds to a wide range of employee needs.

You will see our approach to this laid out below. We will always need to balance this with our mission as an artistic organisation, to create and tour large scale work in the UK and internationally. Requests for flexibility will be considered alongside Paraorchestra's need for employees to fulfil the function of their roles, which means that on occasion, we will not be able to agree to all requests for flexible working.

Employees requesting reasonable adjustments for access needs will be discussed and dealt with separately to the flexible working process.

Contract

This is a fixed term for 12 months full-time contract, subject to a three month probation period

Salary

£32,500

Annual Leave

25 days Annual Leave plus UK statutory bank holidays

Hours

This is a full-time role working 5 days per week (8 hours per day) between Monday to Friday, which are inclusive of a one hour paid

lunch break, and can be worked flexibly between the core hours of 8am and 6pm.

Whilst the majority of your work will need to be undertaken during our core hours, you may also be able to propose working some of your hours outside of our core hours, based on your access needs or existing family commitments. We are open to discussing this, and you should raise this in your application.

We have reviewed this role internally and believe it needs to be a full time role. If you wish to propose delivering this role in less hours than we are advertising, owing to your access needs or existing family commitments, this may be possible to facilitate. Please be forthcoming in your application to us if this is the case.

You may be required on occasion to work some evenings and weekends. If you are required to work additional hours you may be entitled to time off in lieu (TOIL).

Location

Our preference is for you to be based in Bristol and its surrounding area and to have an office presence for a minimum of two days each week. The role will involve some national travel.

Paraorchestra offers hybrid working for all employees. This means that it may be possible for you to work remotely from time to time.

Notice Period

Following successful completion of the probationary period, the period of notice will be 2 months on either side.

Pension

Paraorchestra operates a NEST stakeholder pension scheme, where the employer contributes 4% and employee contributes 5% of your salary annually.

Other Benefits

Paraorchestra offers enhanced paid leave (following qualifying periods) across Sickness Leave, Parental and Dependents Leave, Maternity and Adoption Paid Leave, Paternity Leave and Bereavement Leave. The details are as follows:

Sickness

6 weeks on full pay, with an additional Exceptional Circumstances clause offering 12 weeks on full pay followed by 12 weeks on half pay.

Maternity/ Adoption

12 weeks on full pay followed by 12 weeks on half pay, and statutory thereafter

Paternity

3 weeks of paid leave which can be taken as a block or separately, on full pay.

Time off to care for dependents

A supportive environment for its employees with dependents, with 5 days paid leave available.

Bereavement

4 weeks on full pay in the event of bereavement of a child under 18 yrs of age or a spouse or partner, and 2 days in the event of a close relative.