

GRIMM & CO



A Yorkshire charity, changing lives one story at a time

Grimm & Co. is a registered charity: Charity No: 1154990 - Registered Company No: 8765731
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Facebook, Twitter & Instagram: GrimmandCo



Full Time (40 hours per week) Operations Manager

In the centre of a town that seems at first glance ordinary and much like any other town of this time, the High Street is punctuated at one end by a glass fronted, Victorian styled, traditional sweet shop, nothing extraordinary about this. A short walk takes you through a street bustling with shoppers and families looking for something a little different. At the foot of this High Street the journey to the extraordinary begins as you are struck by an imposing, dark but beautiful, curved, glass fronted building which dominates the corner, labelled, 'Apothecary to the Magical'. As you enter you are immediately transported into a world of wonder and enchantment. Warm greetings from friendly shop keepers take you on a tour of wild schemes, evil plots and kitchenware. Little do you know there's a secret door, hidden within the shelves, that takes you on a further journey of awe and wonder, starting with the imagination gym for dusting off and



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unleashing hidden creativity. Once the imagination is sparked one can climb the giant's bookcase through the corridor of glory, past Graham and Grizelda's office, glimpsing at the Writers' Closet, through to the glorious Writers' Pad.



Behind the everyday façade of the beautiful shop, through the secret door amongst the broomsticks and goblin mucus, there's a whole other world, only accessible if you have an intact imagination. The 'Imagination Gym', leading to 'The Writers' Pad', is our story destination. Here we champion the writer in every young person. We are truly child-led and believe in taking fun seriously and unleashing the power of young people's extraordinary imaginations, building their confidence, self-respect and enhancing their ability to communicate and aspire. Here, young people can enjoy free activities, all aimed at encouraging and inspiring young people to write, whilst also receiving support through one to one mentoring from a trained volunteer.

We believe in...

- Using storytelling to give every child, from every background, a voice
- Challenging expectations and aspirations
- Inspiring whole communities to get involved in children's development
- Taking fun seriously

We always...

- ...prioritise children from disadvantaged backgrounds
- ...start from the child's imagination
- ...provide an audience for children's writing and deliver quality outputs
- ...differentiate and give children individual attention so that all children can take part and be heard
- ...accept and value volunteers
- ...engage local communities in a dialogue
- ...learn from what we've done
- ...create the highest quality output through proper care and attention to detail
- ...welcome ideas that contribute to the strategy, however weird
- ...prioritise children's experience
- ...make it easy for our audience to join in
- ...make it free for children to participate in our out of school programmes
- ...provide a safe environment
- ...collaborate with schools to create a tailored partnership
- ...**make learning fun**



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Why are we here?

- **Aspirations:** We champion the writer in every child.
- **Creativity:** We believe that the best way for children to think in new ways, acquire skills and realise their potential is through the joyful discovery of stories and the development of their imagination.
- **Core skills:** Reading and writing are the core skills that open opportunities to our children, therefore without proficiency and confidence in these skills opportunities are out of reach or even closed to many of our children.

Programme goals:

We build motivation, confidence, self-esteem and skills in both workshops for schools and our out of school holiday club programmes.

We empower children and young people with one to one support and mentoring.

We deliver teacher training programmes to build capacity for schools to adapt approaches.

- **Perceptions:** We champion the writer in every child. There's a serious note to what we do as we are supporting our next generation to see themselves as writers, building confidence and skills with a 'can do, want to do' attitude.
- **Aspirations:** We challenge expectations and aspirations, as a kindling to the flame, nurturing learning whilst nourishing imaginations.
- **Resilience:** We develop the capacity for children and young people to use writing as a tool for resilience and help young people to find their voices.
- **Talent:** We deliver unusual, creative writing programmes which encourage young people to discover and unleash their talents, building self esteem and recognition of their individuality and creative potential.
- **Pride:** We publish children's writing in a variety of ways to build pride in their work, purpose to their writing and to allow the rest of the world to experience the awe and wonder creations of our young writers.
- **Community:** We involve the whole local community in our programmes and are supported by a force of committed volunteers from across South Yorkshire and beyond.
- **Explore:** We introduce children and young people to different ways of writing that are available to them in the real world and inspire new ways of thinking, e.g. lyrics, script, novel, storymaking, poetry, manifesto, reporting, comedy, etc....
- **Capacity:** We offer teacher workshops in teaching creative writing which explore unleashing imaginations, optimising child-led approaches and creative writing.

We run special, imaginative workshops for school groups, which take place at Grimm & Co and in school settings. We have a distinct ethos which is the backbone to all that we do, starting from the child's own imagination. Around 3,000 pupils visit Grimm & Co each year with their schools in order to take part in innovative, immersive and artistic writing workshops, which are designed to boost young people's confidence, creativity, and attitude towards learning and literacy. These workshops are developed in consultation with teachers in order to help meet their and their students' current needs and challenges. Our charity supports young people aged 7 – 18 so we currently work with Key Stage 2 (KS2) and KS3 students, but intend to develop our programme in order to offer creative workshops to all students from KS2 to KS5, as well as growing what we offer within school settings. As well as this we run a diverse range of out-of-school writing programmes, which take place after school, on weekends, and during school holidays. More recently we have developed a festival and showcase programme and are also offering family learning provision within our shop and in festival destinations across Yorkshire.

This centre is supported by our spotlight writer Jeremy Dyson (League of Gentleman co-writer) and opened its doors on 29th February 2016 for children, young people, teachers, volunteers and of course magical beings of all denominations.



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We are now recruiting for an organised and experienced operational and financial manager to create and manage systematic, clear and precise budgets, HR and all back office and externally facing operations and communications.

You will be a great leader – a strong starter/completer with outstanding communication skills. This role will help Grimm & Co to strengthen our core, develop effective procedures and ensure greater robustness of data and reporting mechanisms.

Key responsibilities:

Champion and oversee strong, smooth operational and financial management of Grimm & Co to maintain and develop an efficient and resilient organisation.

Reporting to the Executive Director (ED), the Operations Manager will have both internal and external facing responsibilities, ranging from financial (budget forecast, monitoring, mitigation planning and reporting) and project management to administration and people management. The Operations Manager will partner closely with the ED to chart Grimm & Co's future developments, growth and strategic response to an ever-increasing demand for the organisation's services.

You will oversee the core operations and management of systems from financial to data management to ensure the effective running and reporting of the organisation.

It is vital that any applicant recognises that this role may require high levels of flexibility. We are a small team with huge demands on our time so you will be required to undertake activities to ensure the smooth running of the charity and at times this is very challenging. In return you will be an important part of an exciting arts charity which makes a meaningful difference to many children across Yorkshire and beyond. Grimm & Co has already built a strong reputation as a quality arts destination and you will be at the cutting edge of this important, truly life changing work.

Requirements of the role:

- Able to support the Executive Director in all aspects of the charity's work, as required within the role, including deputising when appropriate.
- Able to work Tuesday through to Saturday as a standard working week + additional weekend work
- Flexibility and positive attitude to challenge is a crucial requirement of this role
- Organised and methodical – systems oriented

Responsible for:

- Operations Management, Evaluation and Communication
- Build and maintain strong external (partner/stakeholder/learner/donor/funder) relationships.
- Development and proactive maintenance of two-way communications and data gathering that inform and influence provision and planning.
- Monitoring and management of projects and priorities, reporting and mitigating against risk.

Line management responsibilities:

- Lead team to deliver outstanding outcomes.
- Deliver and inspire clear, supportive line management and a resilient, responsible work culture.
- Action plan leadership - help everyone to understand the business plan objectives and their roles within this and manage expectations around decision making.
- Finance and Operations



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- Partner with the ED in essential internal charity leadership activities (human resources, administration, budgeting and organizational planning).
- Responsible for overseeing financial operations, including cash flow/budgets/accounts/payroll.
- Produce regular budgets and monitoring reports to mitigate against risk.
- Oversee achievement of philanthropic and earned income targets from Grimm & Co's trading arm, contracts, venue hire and consultancy.
- Manage communications (including website, data management and CRM maintenance and develop systems to provide efficiencies and support)
- Manage human resources (recruiting, reviews, staff deployment/workload balancing, career progression) with related internal communications and budgeting/finance duties.
- Identify best practices and improve internal systems with an eye towards future needs and budget realities.
- Oversee site maintenance and health and safety operations of the centre + outreach delivery sites
- Oversee progress against business planning.

Person Specification

Please note that this post will require DBS clearance

Essential:

- At least 5 successful years in a senior management position
- Excellent track record of operational management
- Strong financial and budgetary management skills
- Proficient in data management and reporting for analysis and action
- Able and open to directly undertaking tasks, as required in a small team
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work with efficiency, flexibility, and good humour
- Operate with excellence in mind in all matters, with the confidence to defend/debate ideas
- Outstanding communication and interpersonal skills are essential (written and verbal)
- Passionate about Grimm & Co's mission and impact
- Self-starter, self-disciplined
- Remain focused in the face of pressure, deliver against timelines, not intimidated by tasks/time limitations
- Digitally proficient – social media, MS Office, etc.
- Excellent presentation skills
- Ambitious to develop the charity and to use what we learn to inform what we do

Desirable:

- Level 5/Degree level qualification in a relevant discipline to the role
- An established and strong reputation and respect from others
- Rich understanding of the non-profit sector and the need to diversify fundraising routes
- Proficiency in budgetary software, e.g. Quickbooks, Sage, etc.
- Spark, imagination, creativity

Please note that this post will require DBS clearance – we are able to do this should you be successful.

Terms and Conditions:

Title of Post: Operations Manager

Reports to: Executive Director

Hours: Full time (including regular evening and weekend work). Working days: Tuesday to Saturday.



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Salary: Pro rata (based on 40 hour week) £36,000 p.a. + employer pension contribution (currently at 3%)

Contract: Permanent position dependent on funding availability (currently funded by Esmée Fairbairn Foundation for 3 years)

Grimm & Co is committed to being an Equal Opportunities Employer.

Grimm & Co is a registered Charity No. [1154990](#).

Holiday entitlement: 25 days per year + public holidays.

Deadline for applications: 12 noon, Tuesday, 22nd January 2019 and interviews will take place soon after this



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