



OPERATIONS MANAGER (MATERNITY COVER)

Recruitment Pack

**OPEN
EYE
GALLERY**

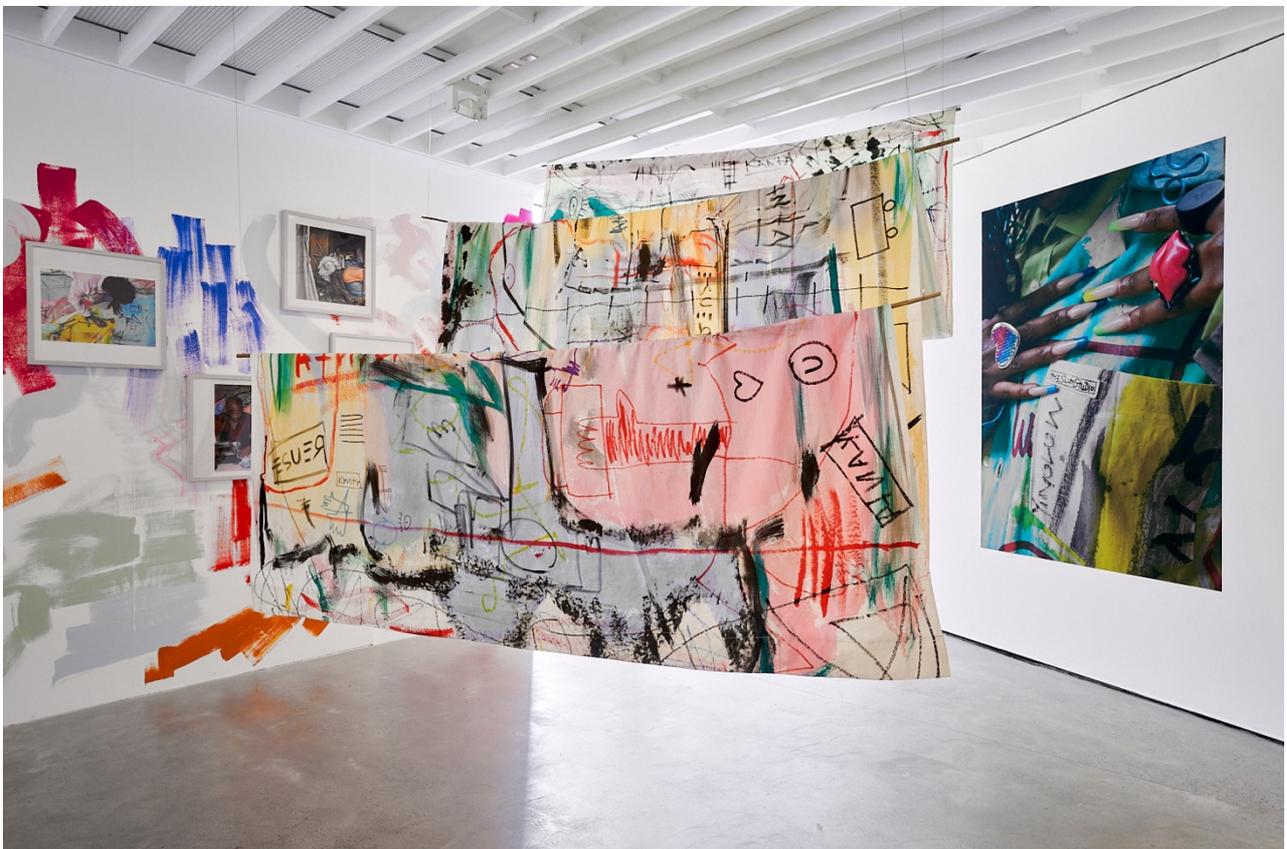
ABOUT US

Open Eye Gallery is a leading photography organisation and charity with a base in a purpose-built space in an iconic building on Liverpool's prestigious Waterfront. We are the only dedicated photography gallery in the North West of England and receive core funding from Arts Council England and Liverpool City Council.

Our scale enables us to be fleet and innovative and our partnership model enables us to be responsive, so we consistently punch above our weight. We proactively take risks to spark crucial

conversations and enable creative expression.

Our programme begins with people - with local, regional and international communities - and it is built around the agency of photographs and photographers. We work with people to push for social change and we lead on socially engaged photography nationally. Bringing different voices, photographers and communities together, we establish projects where the collaborative process is just as important as the final product.



The Slum Studio at Open Eye Gallery © Rob Battersby

We are more than a gallery. A wide range of partnerships have transformed our impact in recent years, enabling us to work extensively beyond the gallery, creating programmes with new communities, supporting diverse talent, developing exhibitions that are relevant, carrying out research and lab projects, hosting residencies and learning with communities.

We work closely with several universities, including jointly devising and running photography B.A. and M.A. courses.

All welcome, always! We act and communicate in a way that is generous, nurturing and friendly. We want everyone to make themselves at home in our spaces and join us in celebrating

difference, speaking out against racism and all discrimination. We seek to include, always.

We're open source and free to use. As much as possible, our staff, space, online channels and networks are open and free for people to use. Our open processes and platforms make it easy to contribute to and co-author our programme.

Our work goes from grassroots to global. Photography is a tremendously powerful way of bringing different cultures into conversation together. We work with local residents and international partners to support representation, empathy, equality and inclusivity.



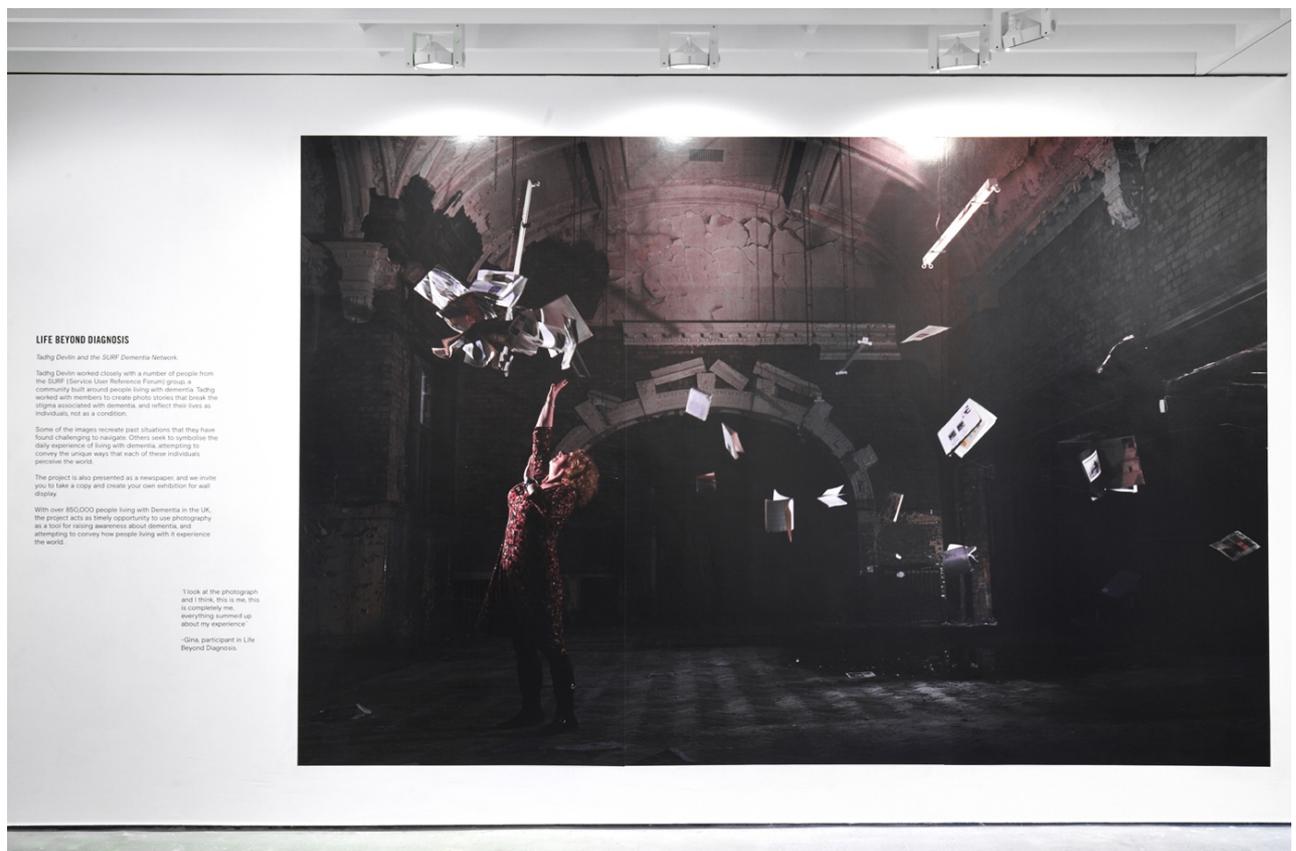
Forest, Yan Preston at Birkenhead Priory © Yan Preston

We believe photography is for everyone and can meaningfully inform our present and inspire positive futures.

We work with people to explore photography's unique ability to connect, to tell stories, to inquire, to reflect on humanity's past and present, and to celebrate its diversity and creativity.



One Day At A Time Boys © Gary Lambert



Gina - Life Beyond Diagnosis, Tadhg Devlin © Rob Battersby

“I look at the photograph and I think this is me, completely me, everything summed up about my experience” – Gina, participant in *Life Beyond Diagnosis*, a co-authored project from Tadhg Devlin and the Surf Group, commissioned as part of our region-wide socially engaged photography practice, *Culture Shifts*, involving 10 residencies and 7 exhibitions during 2016-18.

“Today people are curating their lives using photography. With 4 billion images uploaded to social media each day, photography is now as important as text and oral communication in our understanding of the world. At Open Eye Gallery we are privileged in working with the expertise and creativity of photographers, the vibrancy of communities and mutual respect of partners to explore the agency of photography at this moment in history.”

- Sarah Fisher, Executive Director

Our exhibitions, in-gallery and offsite, reach over 250,000 people per year and over 5,000 people engage with our events, workshops or socially engaged programme, and many more engage online.

We are motivated by both the insight of the photographer and the potential of photography to enable a diversity of voices to explore everyday creativity.



Northwood Golden Years Group working with artist Tony Mallon in Kirkby © Jemma O'Brien

“Open Eye Gallery, where I... discovered photography was what I'd do for the rest of my life. Having a voice that people want to hear is a rare privilege.”

- Simon Norfolk, Photographer

Our track record of working with excellent photographers is reflected in our archive which contains over 1,600 prints, a valuable resource for scholarship, exhibition and education. It contains works gifted to the gallery - some of which dates back to the 1930's - and works commissioned by the gallery with a strong emphasis on works made in

the city region.

Open Eye Gallery is governed by a Board of Trustees, is a registered charity and company limited by guarantee. We have a core team of nine staff and an ability to adapt, frequently employing project staff so we can embrace new opportunities.

Many of our partnerships continue beyond an initial project so that over the years, partner staff have become very much part of our extended family. We have a reputation for friendliness and our excellent track record of supporting career development has established both a loyal volunteer programme and an impactful student placement programme.



Operations Manager (Maternity Cover) - Job Description/Person Specification

1. Post			
Post:	Operations Manager (Maternity Cover)		
Contract:	5 days a week (including occasional evening, weekend and bank holiday cover) - temporary 10 month contract (Nov 2022 - Sep 2023)		
Salary:	£22,000 - £25,000 depending on experience	Closing Date:	13.10.22
Benefits:	25 days annual leave		
2. Supervisory responsibilities/position in structure			
Responsible to:	Executive Director		
Responsible for:	Volunteers and placements		
3. Main function of job (Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required)			
<p>The Operations Manager holds responsibility for the overall day-to-day operational administration including human resources, building maintenance, health and safety and team coordination. Working closely with the Finance Manager who has responsibility for the management accounts, you will also process day-to-day financial transactions.</p> <ul style="list-style-type: none"> • Overall responsibility for ensuring that the building is well maintained and has the appropriate safety and security provision, acting as primary key holder. • Working with the Executive Director, deliver HR administration including co-ordinating recruitment, contracts and agreements, and maintain up-to-date employee and volunteer handbooks, induction procedures and other HR documents in line with legislative and best practice requirements. 			

- To recruit and manage Open Eye Gallery's volunteer and placement programme adhering to best practice.
- To support the Executive Director in their role as Company Secretary, to ensure that all legal responsibilities are met with regard to charity, and company legislation.
- To take responsibility for day-to-day financial data entry and processing agreed accounts payable and receivable, maintaining records for all transactions.

4. Main duties

Duties/Responsibilities

Governance

- To assist the Executive Director in the preparation and delivery of Board meetings, including preparation of the necessary documentation, liaising with Trustees, & minute taking.
- Keep governance records up to date with Companies House and Charity Commission, including the annual reporting and ensuring details are up to date.

Human Resources

- Manage staff recruitment and related administration.
- With Executive Director and relevant Board members, to keep abreast of developments and best practice in HR management.
- Ensure HR records are well organised and kept up to date.
- Ensure relevant operational staff training is carried out, including First Aid and Health and Safety.
- Ensure DBS checks or other safeguarding procedures are carried out as and when required.
- Manage volunteer and placement recruitment and be first point of contact for inducting and supervising volunteers, and manage the volunteer rota.
- To manage out-of-hours staffing and weekend rotas with key holders to ensure adequate staff cover.

Office Management

- Monitor the business and operations calendar
- Monitor IT and CCTV systems, ensuring maintenance when required.
- Ensure office supplies are replenished.

Building facilities

- To act as the first point of contact with external contractors, ensuring annual repairs and maintenance checks are kept up to date.
- Ensure all staff, placements and volunteers receive building induction and kept up to date of any changes.
- Monitor environmental impact.

Health & Safety

- Ensuring Risk Assessments, Temporary Event Notices and any other required documents are completed and circulated to the relevant parties.
- To complete weekly fire tests.
- Keep abreast of developments and best practice in health & safety procedures and legislations.

Security

- Liaise with building management company on security procedures.
- Act as a key holder, and liaise with external alarm company if and when required.
- Ensure all staff, placements and volunteers are kept up to date of any security updates within the organisation.

Finance

- Ensure all cash banking & cheques are deposited in a timely fashion.
- Manage petty cash and volunteer expenses.
- Support Finance Manager in monthly reconciliation of petty cash, volunteer expenses, cheque book, credit cards and bank statements.
- Deliver day-to-day financial data entry on the accounting system and make payments as agreed with Executive Director and Finance Manager.

Other Duties

- Work as a key member of the team, supporting major events and activities.
- Act as keyholder, including occasional evening, bank holiday and weekend cover.
- Any other duties that may reasonably be required by the Executive Director.

5. Requirements to carry out job

Essential or desirable indicated against each requirement	E	D
Experience in a managerial role	√	
Experience with managing volunteers		√
Knowledge or experience of HR procedures	√	
Willingness to work the indicated hours including occasional evenings and weekends and available to respond to out-of-hours emergencies as primary key holder	√	
An ability to work quickly and accurately	√	
Excellent personal and administration skills Excellent IT skills		√
Experience in Financial administration.	√	
Experience with cash handling dealing with sales invoices, receipts and payments .	√	
First Aid		√
Fire Marshall		√
Strong team player	√	
Strong numeracy skills		√
Good written & verbal communication skills	√	
Ability to solve problems and work under own initiative	√	
Commitment to the arts and ability to inspire others about the work of Open Eye Gallery	√	

6. Application Details

A **job description** can be downloaded from our website here:

openeye.org.uk/opportunities

To apply, please submit the following information to jobs@openeye.org.uk:

1. CV
2. Cover letter detailing any relevant experience in relation to the Job Description

Please also fill out our anonymous Equal Opportunities Monitoring Form online (<https://forms.gle/qzs94gCgrUjkhgkR7>)

Email: jobs@openeye.org.uk

Post: Open Eye Gallery, 19 Mann Island, Liverpool Waterfront, Liverpool, L3 1BP.

We strongly encourage applications from all backgrounds, and we fully recognise the value of a team that is made up of diverse skills, experiences and abilities. We are particularly keen to hear from people of colour, and those living with disabilities.

Closing Date: Thursday 13 October at Midnight. Interviews to take place on Friday 21 October. Please let us know in your application email if you have any access requirements.

Please email Natalie Meer on natalie@openeye.org.uk with any queries.