



The Spark Arts for Children General Manager Information Pack



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**ARTS COUNCIL
ENGLAND**





Welcome

Hello! A warm welcome to The Spark Arts for Children and thank you for your time and interest in becoming our General Manager.

Leicester is an inspiring, young and creative city, and is culturally, socially and economically ambitious. The Spark plays an important role in enabling community connectivity and developing cultural identity, empowering children, building creativity and supporting

cultural value through strong partnerships, creative practices and innovation.

The Spark have been culturally raising the children of Leicester for over 20 years, knowing that many children are unable to experience the arts. Our small and mighty team do this, not just because we know that a job in the arts could lead to a thriving career in the industry, more so because we know that participation at an early age makes us better human beings.

One of our key strengths is our approach to artist relationships; trusted relationships developed through collaboration, care and consideration to understand each other's needs and how we might grow together.

Conceived in 2018, Vital Spark is a movement addressing the lack of diversity in work for young audiences. Through development opportunities, commissioning and producing new work, we support artists who help to make our sector richer in stories and our stages more representative and accessible to our audiences. In turn, these artists support us in our ambition to be a more inclusive organisation.

We're a small busy team and a big creative community. We work hard together to support artist development at different career stages, deliver our biannual festival in Leicester, produce early years work in partnership in communities, and child-centred cultural education programmes with schools. We're passionate about the performing arts and children's voice and creativity. And we're ambitious for the future.

The General Manager role is central to our dynamic and inclusive organisation, a position that offers opportunity to bring fresh perspective, creative talent and new ways of working to our creative organisation.

I'd be more than happy to talk to you about our work and plans, with an informal chat in advance of you making an application. Don't hesitate to get in touch to arrange.

Huge appreciation for your time and interest in the position. I look forward to hearing from you.

Trina Haldar

Interim Director, The Spark Arts for Children



Equality, diversity and inclusion

We value people's experiences and believe that working with people from different backgrounds and with different experiences strengthens and develops the work that we do. We also value the lived experience of the people that work for us and recognise the contribution this makes to the organisation's understanding of the climate we operate in and the communities we engage in our work.

We welcome and encourage applications from people who are underrepresented in the creative and cultural industries. We particularly encourage people to apply from Asian, Black or ethnically diverse backgrounds, who are LGBTQIA+, who define as D/deaf, disabled or neurodivergent and/or from low socio-economic backgrounds.

About Us

The Spark Arts for Children supports children's creativity with a year round cultural programme of theatre, music, dance and combined arts. Our audiences are at the heart of what we do, and our work with artists, schools, families and festival

audiences is collaborative, creative and playful. In 2023 The Mega Bosses of Spark created the [Quality and Ambition Manifesto](#) which drives all our work.

Our vision

Extraordinary experiences for children, sparking creativity and change – is at the heart of our values and mission. We pride ourselves on delivering a collaborative and innovative children's arts festival, organising world-class cultural work in local communities all year round, and working with others to help them grow and present the most exciting ideas, productions and cultural programmes in Leicester.

Our mission

Working to inspire children to thrive, we explore the difference culture makes through involvement in the arts, creative interactions and cultural connections; enabling children's voices to be heard, their creativity to be supported and their cultural values to be understood.

Values

Our values underpin everything we do:

- A fair and safe environment where everyone is valued
- The space for big ideas to grow
- We are curious and love learning
- Empowering children and young people to be amazing.

Our work

The Spark is a busy children's art organisation currently based at the LCB Depot, a workspace for creative and cultural industries in the heart of Leicester's cultural quarter.

Delivering a small festival project in 2003, a local theatre group worked in partnership with the local authority to bring national and international performing arts for children and family audiences to local theatres and community venues. By 2004, The Spark was founded, in line with the city's neighbourhood and play strategies and the national strategy for creative education.

We are now an arts organisation that supports children's creativity with a festival and a year-round cultural programme of theatre, music, dance and combined arts. Our focus on supporting artistic development, cultural education in schools and early years creativity in libraries, community centres and early years settings is well-established and scaling deeper.

As a National Portfolio Organisation, our values and strategies reflect the Arts Council England 'Let's Create' strategy and its investment principles. Our partnership with Leicester City Council is important, as are our long-term relationships with local businesses, regional cultural agencies and charitable trusts and foundations.



Job Description

Job title:	General Manager
Reporting to:	Interim Director
Responsible for:	Company Administrator and Freelance Marketing.

The role

Working closely with the Interim Director, the General Manager will be responsible for managing day-to-day operations, company administration and financial management, HR, overseeing project and event management, and supporting the development of the organisation in Leicester, regionally and nationally. The General Manager will act as Company Secretary, support governance activities and work closely with the team to enable child voice in the development of our company.

The General Manager will provide the support, tools and resources required to enable the team to deliver. This includes managing IT and

improving systems, policy and procedures to ensure that the organisation operates effectively in partnership, efficiently within the resources available and flexibly in a busy and productive work environment.

Key Responsibilities

Company Secretary

- Ensure that The Spark meets its duties under relevant legislation and with regard to annual returns for the Charities Commission, Companies House, Arts Council England, and other organisations.
- Review, initiate or update company policies and procedures, implementing policy through information, advice, guidance and training.
- Administer the Board of Trustees by managing incoming and out- going trustees, arranging and taking minutes at meetings, and circulating Board papers.

HR and Personnel

- Line manage the Company Administrator, Freelance Marketing, interns and student placements.
- Action and administer recruitment and induction processes for trustees, staff, freelancers, interns and student placements.
- Issue contracts for staff and freelance workers, manage the staff budget and maintain HR records.
- Manage internal HR processes and delegate responsibility to the Company Administrator, as required.
- Be the organisations Data Controller and supervise the management and storage of data.
- Be the organisation's Designated Safeguarding Lead working closely with the Creative Learning Lead to deliver the safeguarding action plan and organise training.

Budgets and Finance

- Support the Interim Director to create the annual budget and financial strategy and establish arrangements to effectively monitor performance.
- Produce quarterly management accounts for the Board of Trustees and Arts Council England, with income and expenditure reports, income targets and cashflow forecasts, meeting regularly with the Treasurer and Director.
- Manage the systems and procedures for budget creation and management by budget holders, produce regular project income and expenditure budget reports, and maintain company budget and cashflow.
- Be responsible for ensuring fair pay policies are up to date and implemented.
- Run all finance operations to do with sales and purchase ledger, bank accounts and expenses claims, supporting the Company Administrator with bookkeeping.
- Be responsible for payments to staff,

freelancers and consultants with due regard to tax status, liaising with Payroll, Pensions and Inland Revenue as necessary.

- Liaise with the Accountant to produce the annual accounts and prepare and submit financial returns to funders in accord with the terms of the funding contracts.

Operations and Event Management

- Oversee the efficient operation of the organisation's office on a day-to-day basis, ensuring appropriate levels of IT, equipment and supplies. Manage the overheads budget.
- Support the Interim Director, Creative Learning Lead, Freelance Festival Producer, and Vital Spark Lead in the administration of the year-round cultural programme and biannual Spark Festival including event planning, artist and company contracts, scheduling, staffing, delegate and training programmes.
- Support the Company Administrator to manage volunteers, overseeing recruitment, induction, scheduling and relationships with volunteers for the festival and other projects.
- Oversee impact data management, ensuring the systems to collate and share monitoring and evaluation data are accessible, usable and useful to support learning, development, fundraising and advocacy activities.

- Regularly review and maintain risk assessments and Health and Safety responsibilities for both the Spark premises, programmes and projects.
- Provide administrative support, where necessary, to the delivery team.
- Audit, acquire, set up and maintain computer equipment and software for the organisation, including virus protection, CRM, accountancy, archive, back-ups and IT security, ensuring best practice in relation to the Data Protection Act 1998.
- Manage the company domain systems (email, calendar, document storage, collaboration platforms), on MS365: SharePoint, Outlook, One Drive, Teams, setting up and training staff in these systems.
- Working closely with Freelance Marketing and the Company Administrator, ensure the website is maintained with up-to-date information and digital marketing runs effectively.

General

- Deputise for the Interim Director, representing The Spark Arts for Children at meetings with funders, partners, and other organisations as required.
- Develop and maintain effective working relationships with stakeholders and partners.

- Carry out the duties of the post with due regard to the organisation's equal opportunities policy, core values and with the [Code of Care](#) in mind.
- Carry out the duties of the post with due regard to the organisation's safeguarding policy and practices.
- Other duties and responsibilities that are reasonably required, commensurate with the overall remit of the post.

Person Specification

The Spark is seeking to work with an individual that has the following knowledge, skills and experience.

Essential Qualifications

- First degree or relevant work experience.

Experience

- At least five-years experience working in a management or leadership role in the creative industries, cultural sector, Voluntary, Community and Social

Enterprise sectors or equivalent.

- Experience of management planning, delivery and review in financial, operational and or HR management.
- Experience of managing budgets and or preparing income and expenditure reports.
- Experience of business development and or festivals, project and events management and development.
- Experience providing systems and technology support to an organisation or programme with a firm understanding of technology to achieve practical goals in a reproducible way.
- Experience of working with online software, such as web CMS, email marketing tools and survey builders.
- Experience of delivering information, advice, guidance and support and or training.
- Experience of and commitment to robust health and safety, safeguarding and equalities principles and practice.

Skills and Knowledge

- Excellent financial, operational and or HR management skills in an organisation or large-scale programme.
- Excellent budget and project or events management skills.
- Excellent attention to detail with the ability to manage complex data sets.
- Strong IT skills, ability to use online platforms for reporting and other software to make our work accessible and platforms to support collaboration.
- Highly organised with excellent planning skills, the ability to juggle multiple projects and meet changing deadlines.
- Ability to use own initiative to solve problems independently.
- Knowledge of GDPR and data protection legislation.
- Knowledge of legislation in small business, organisational policy and managing risk.
- Excellent interpersonal skills and an ability to work with a wide range of people at all levels, across multiple organisations and communities.
- Highly reflective with a commitment to learning

and development.

- An ability to effectively implement new systems and processes to support teamwork and wider engagement.
- Knowledge of methods of evaluation and statistical analysis including experience of presenting or reporting impact to stakeholders.
- A broad knowledge of public and private funding for the arts/charities, Arts policy and funding systems.



Terms of Appointment

Contract Type: Permanent

Salary: £34,000

Hours: Full-time 37.5 hours per week (excluding an unpaid lunch hour) plus occasional evening and weekends.

Location: The role is based at the LCB Depot in Leicester and will require some travel to a variety of settings across the city.

Hybrid working: It is expected that this role will be required in the office or activity locations for typically 22.5 hours and 15 hours available for home working, each week.

Start date: Immediate.

Probation: Three months.

Holiday : 25 working days paid leave, plus Bank Holidays.

Pension: The Spark Arts for Children operates a contributory pension scheme provided by NEST.

Company Benefits: My Staff Shop is an employee reward platform, from financial benefits to wellbeing and health services.

This post is subject to a satisfactory enhanced DBS disclosure.

Questions

If you have any questions about this role please contact Trina Haldar for an informal chat (email trina@thesparkarts.co.uk).

How to apply

You can apply in a variety of formats and we encourage you to use the format you are most comfortable with. You'll apply for the role using our online portal. When you arrive in the application portal you will be able to complete your personal details in the form, then choose to either:

- Answer the questions by typing or copying and pasting your answers from a word document.
- Upload a video file that answers the questions.
- Upload a voice recording that answers the questions.

If you want to submit a video or voice application you can use the additional guidance sheet which will guide you through the process.

When your application is ready, use the [link](#) on our website to submit your application.

The closing date for applications is 12:00 (midday) on Monday 24 November 2025.

Interviews will take place on Friday 12 December 2025.

We look forward to hearing from you.

The Spark Arts for Children
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The Spark Arts for Children is a company limited by guarantee (company number 5254229) and is registered as a charity (registration number

