



Jobs with Purpose

Job title	Pottery Development Manager
Main Function	<p>Loaf Pottery is an Irish pottery brand based in Crawfordsburn, County Down. What makes our pottery so special, is that we are part of NOW Group, a social enterprise supporting people with disabilities and autism into jobs with a future. The profits from our beautiful, handcrafted artisan pottery are reinvested to support NOW Group services. We like to call it 'Pottery with Purpose'.</p> <p>We are looking for a dynamic Pottery Development Manager, with an entrepreneurial spirit and business focus, to join our growing team at Loaf Pottery.</p> <p>The Pottery Development Manager will be responsible for developing an engaging programme of events that attracts current and new customers, and exploring new revenue opportunities, while working in collaboration with NOW Group participants, the local community, voluntary organisations and artists.</p> <p>The successful candidate will help support our unique pottery offering to reach its full potential as a vibrant arts centre in the heart of Crawfordsburn and using arts as a way to create social impact.</p>
Location	Loaf Pottery, Crawfordsburn
Reports to	Head of Operational Delivery
Hours	40 hours per week
Salary scale	£28,000 per annum (within Band 3 £28,000 to £32,999)
Benefits	<ul style="list-style-type: none">25 days annual leave plus 12 statutory days (pro-rata)Health Cash Plan (on successful completion of probationary period)Access to confidential Staff Counseling & Financial Advisory ServicesStakeholder Pension Scheme (5% employer contribution)Bike to Work SchemeHoliday purchase schemeFlexible working initiativesWellbeing initiatives

Mission

Supporting people with learning difficulties and autism into jobs with a future.

Vision

A society where people with learning difficulties live, work and socialize as valued citizens.



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Main Responsibilities

1. You are driven by quality, and with this as a focus you will make Loaf Pottery the best venue for pottery experiences and corporate/private events. Your passion for creating great experiences will make sure that these events meet our brand standards from start to finish and you will ensure that our customers receive the very best service.
2. Because the customer is your priority you will create a calendar of events that suit our current audience whilst also reaching out to new audiences, working closely with others in the organization to maximise the use of the pottery.
3. Loaf Catering compliments our events offering and you will oversee the running of the Café element of the Pottery which includes barista coffee and wood fired pizza.
4. You will share our passion to support and mentor NOW Group participants to achieve their training and employment aspirations.
5. Because you understand business too, you will make this business profitable. You will manage the budget to achieve our financial targets; you will be sales driven, with a keen eye on gross profit and control of labour.
6. You are a people person, you lead by example, you manage a tight ship with a drive for results. You will support your team to ensure they share this vision too.
7. As a collaborator you will work closely with the business, community and voluntary sectors to identify potential opportunities for Loaf Pottery's sustainability.
8. We want to be the best, and we want to have the best team. Your development is as important to us as it is you. We have some training that you will need to complete, but we are also keen to support in any other training that may support you in your development.
9. Compliance is key, you will be accountable for the Health & Safety of the building, including the Food Safety linked to the café and events, completing all necessary paperwork as required.

Personnel Specification

Essential

1. Full driving licence and access to a car (if the effects of a disability preclude an individual from holding a driving licence they should indicate how they can meet the mobility requirements of the post, i.e. the ability to get to different locations throughout Northern Ireland).
2. Ability to be flexible and adaptable as hours of work may include evenings and weekends as appropriate.
3. The candidate will be required to demonstrate experience in the following areas:
 - Project Management;
 - Developing new and unique ways to increase sustainability and build revenue streams;
 - Positively influencing others to achieve results that are in the best interest of the organization;
 - Customer engagement and relationship management with individuals;
 - Building and maintaining networks in the local arts sector;
 - High level of computer literacy including.

Desirable

1. Experience in developing arts related business opportunities (could be desirable)
2. A qualification at degree level in an arts related discipline or associated field.



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NOW Group adhere to the AccessNI Code of Practice and it is our policy to obtain an Enhanced Disclosure for employees who will be working within our service delivery teams. This check will be completed before employment commences and only if successful at interview. For further information please refer to the Access NI Code of Practice at [AccessNI Code of Practice \(nidirect.gov.uk\)](https://nidirect.gov.uk)

A copy of our policy on the secure handling, use, storage and retention of information is available on request.

In line with the Rehabilitation of Offenders (Exceptions)(NI) Order 1979 (as amended in 2014), NOW Group's will only ask about convictions which are defined as "not protected" for the purposes of obtaining a Standard or Enhanced disclosure. Please note that a criminal record will not necessarily be a bar to obtaining a position. A copy of our policy on the Recruitment of Ex-Offenders is available on request.

Values & Behaviours

