



# **CANDIDATE INFORMATION PACK**

## **Operations Manager**

### **BEAT CARNIVAL**

Dear Applicant

Thank you for your interest in the post of Operations Manager

This candidate information pack includes the following information that you should refer to when completing your application:

- Beat Carnival company description
- A new company team: 2025 succession
- Job Description and Person Specification
- Guidance notes on completing and submitting your application form
- Application deadline information
- Organisation Structure chart

The Application Form and the required Equal Opportunities monitoring and Criminal Convictions disclosure forms are available to download at [www.beatcarnival.com](http://www.beatcarnival.com)

For informal queries, please contact [info@beatcarnival.com](mailto:info@beatcarnival.com)

We look forward to receiving your application.

**BEAT CARNIVAL**

## **BEAT CARNIVAL COMPANY**

Beat Carnival is a full-time, producing, Carnival Arts organisation, established in Belfast in 1993. Beat creates carnival arts, organises and produces performances, trains and develops artists and encourages community participation and ambition. Operating from Beat Carnival Centre, the company delivers many hundreds of free workshops and training programmes with thousands of individuals each year. Activities range from drumming to costume design, dance to puppetry, neighbourhood celebrations to large-scale outdoor events. In this way Beat helps develop creative skills, for all abilities, with participants as young as four to over seventy years. Beat Carnival is committed to supporting artists and improving quality of life in communities and the carnival sector.

### **A NEW COMPANY TEAM: 2025 SUCCESSION**

#### **Building for the future**

The Founder-Director of Beat Carnival is scheduled to retire in mid-2025, along with the Operations Manager. The company is managing a transition project to ensure the organisation's long-term stability and success. A critical outcome of this succession initiative is establishment of a new senior team as the current Director/ CEO and Operations/ Finance Manager step down. The transition project is designed to support Beat's staff during this change, including providing an overlap period of up to three months with the retiring and incoming senior roles.

As the organisation evolves, its role within Northern Ireland's arts and community infrastructure will become well-defined and clearly understood by both staff and stakeholders. The leadership of Beat Carnival will secure the necessary resources for sustainable operations through an ongoing strategic process, bolstered by annual revenue and an ambition for growth.

## **JOB DESCRIPTION**

<b>Job Title</b>	Operations Manager
<b>Responsible to</b>	Artistic Director-Chief Executive
<b>Responsible for</b>	See Organisation Chart (p.11)
<b>Job Purpose</b>	Ensure all aspects of Beat Carnival’s business are run effectively and efficiently (finance, HR, premises, policies)
<b>Salary</b>	£33,366 to £37,035 aligned with the NJC Senior Officer scale
<b>Hours</b>	37.5 hours per week. Additional hours worked given in TOIL. Normal office hours are 10.00-18.00. The postholder will be expected to work such reasonable hours as the post demands, with a degree of flexibility
<b>Leave</b>	25 days plus 11 statutory
<b>Location</b>	Beat Carnival Centre, Belfast
<b>Probation</b>	period is usually 6 months

### **Main Duties**

#### **Financial Management**

- Provide financial management and reporting information to the Artistic Director-Chief Executive and the Board.
- Develop and oversee core budgets, manage pricing strategies, financial projections, and control systems.
- Develop and oversee core budgets, manage pricing strategies, financial projections, and control systems.
- Monitor funding streams, create financial reports for funders, and ensure timely submission of progress reports.
- Manage financial services and support (part time bookkeeper) to ensure accounting of financial information, customer invoicing, supplier payments, bank reconciliation, petty cash, VAT and payroll are operated effectively and securely.
- Transact with bank, auditors, Treasurer and other finance related stakeholders of Beat Carnival and Beat Trading Ltd.
- Operate cost centre allocation and monitoring.

## **Human Resource Management**

- Ensure compliance with HR policies, maintain HR records and manage staff training records, to include:
  - Responsibility for HR system administration relating to recruitment, contracting and supervision of project, production staff and sub-contractors.
  - Oversee the hiring and contracting of staff and company members.
  - Ensuring that staff training both mandatory and optional are undertaken.
  - To ensure that all necessary HR records are maintained appropriately.
  - Maintaining records of staff hours and leave and ensuring compliance with Toil and leave as stipulated within the Staff handbook.
  - Coordination of Access NI checks.

## **Premises and Facilities Management**

- Manage organisational facilities, utilities, contractors, and sub-tenant licences.
- Ensure safety, upkeep, and insurance of premises, vehicles, and other equipment.

## **Procurement**

- Manage procurement exercises, ensure best value for supplies and services, and maintain procurement systems.

## **Monitoring and Evaluation of Financial Information**

- Ensure activity information and statistics for monthly, quarterly and annual reports is collected and maintained as required.
- Support the AD-CE and team members with development and provision of budget projections for planning, fund raising and informing the board and funders.
- Be responsible for collation of information and production of financial proposals and reports in categories and formats required by funding bodies.
- Be responsible for ensuring financial progress and status reports are compiled monthly, quarterly and annually.
- Account for total operational and programme income and expenditure.
- Produce cash flow projections as required.

- Assist team to review and revise budgets and provide description of proposed changes as required.

### **Other Duties**

- Represent and promote Beat Carnival.
- Participate in training and staff development.
- Adhere to organisational policies.
- Perform other duties consistent with the nature and level of the post, as required.

This Job Description is a general outline that may change. It is not intended to be restrictive or definitive. A reserve list may be compiled should a similar role arise within the next 12 months.

## **PERSON SPECIFICATION**

These criteria are essential unless described as desirable.

### **Skills and Qualifications**

- Educated to degree level or equivalent or have at least 5 years' experience of successfully running the financial and administrative functions of a small to medium sized organisation within the last 10 years.
- Maths GCSE Grade C or above (or equivalent).
- English GCSE Grade C or above (or equivalent).

#### Desirable

- Part or full professional qualification that has a key focus on corporate services, especially financial management e.g. ACA, ACCA, CIMA, CIPFA, ICSA.
- Experience of successfully running the financial and administrative functions of a small to medium sized creative arts organisation within the last 10 years.

### **Experience, Knowledge and Abilities**

- Minimum 5 years' experience of working with budgets and bookkeeping within the past 7 years and providing strategic financial management.
- Minimum 5 years' experience of managing corporate services functions within the last 7 years including HR administration, facilities management, funding contract management and procurement.

- Experience of budget preparation and management accounts procedures.
- Proven track record of management skills in a small to medium-sized organisation.
- Good record-keeping
- High level of competence with information communications technology (ICT) including Microsoft Office applications and the management of organisational systems.
- Strong understanding of financial planning and monitoring systems.
- Understanding and practical experience of dealing with personnel management, including disciplinary & grievance processes and procedures.
- Excellent analytical ability & numeric skills.

#### Desirable

- Proficiency in the use of accounting software packages (such as SAGE).
- Good communication and presentation skills (verbal and written), including report writing skills.

#### **Attributes and Disposition**

- Ability to work as part of a team and with diverse groups and individuals both within the organisation and externally.
- An organised and disciplined approach to work-related tasks, with good attention to detail.
- Ability to work effectively and achieve results under pressure.
- Commitment to the ethos of Beat Carnival and its objectives.

#### **Benefits**

- Workplace Pension, employer contributes 3%.
- Opportunity to make a significant impact in the community.
- Collaborative and supportive work environment.
- Professional development opportunities.
- City centre location. Parking available at premises.

#### **Conditions of Employment**

- Right to work in the UK.
- Satisfactory references, one being from the most recent employer.
- Beat Carnival will submit an Enhanced Access NI check.
- Ability to work flexible hours and travel as required.

## **GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM**

- Please apply with the Application Form.
- Please ensure you provide the necessary information to determine how you meet the requirements of the role and short-listing criteria. Ensure that ALL relevant information is included in your application.
- You should ensure you provide evidence of your experience, giving length of experience, examples and dates.
- It is not sufficient to simply list your duties and responsibilities or to simply state that you possess the criteria, as this must be fully demonstrated in response. Beat Carnival will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills and experience gained.
- Write down clearly your personal involvement in any experience you quote. It is how you carried out a piece of work that the panel will be interested in. The examples you provide should be concise and relevant to the job role and criteria. The examples you provide may be checked out at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role the panel are interested in, not that of your team or division.
- If you do not provide sufficient detail, including the appropriate dates needed to meet the eligibility criteria, the selection panel will reject your application.
- Only the details provided by you in your application (eg your employment history and eligibility criteria) will be provided to the selection panel for the purpose of determining your eligibility for the post.
- We look forward to receiving applications from passionate, focused, and motivational leaders who are eager to make a difference in the world of carnival arts and beyond.

### **Interview Process**

The interview process will include a short, practical exercise and an interview. If you require any additional support or adjustments, please reach out to us.



## **Monitoring and Criminal Convictions Disclosure**

Please complete the Equal Opportunities Monitoring form and Criminal Convictions Disclosure Form. These forms will not be disclosed to anyone involved in short-listing your application.

## **ACCESS NI (Criminal Conviction Checks)**

The successful applicant will be subject to an Enhanced Access NI check.

## **Disability**

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact RECRUITMENT at email: [info@beatcarnival.com](mailto:info@beatcarnival.com) so that Beat Carnival can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.

## **Equal Opportunities**

Beat Carnival is an Equal Opportunities Employer and all applications for employment are considered strictly on the basis of merit.

## **Additional Information**

**Short-listing:** Beat Carnival may decide to interview only those applicants who appear, from the information available, to be most suitable in terms of relevant experience and ability.

**For informal inquiries** about Beat Carnival, please contact Beat Carnival's Director at: [david@beatcarnival.com](mailto:david@beatcarnival.com).

We welcome applications from dedicated individuals. If you believe you do not meet all the criteria, we still encourage you to reach out and discuss further opportunities with us.

## **APPLICATION DEADLINE**

**The deadline for completed applications is  
12 noon, Thursday 27th February 2025**

We aim to interview successful candidates in the period of 6th-13th March.

Beat Carnival cannot accept incomplete applications, applications received after the closing deadline, or applications in forms that are not the Application Form and monitoring forms in digital document format (such as Word or PDF file). Applicants should submit these document files as email attachments.

### **Contact Details**

Your completed application should be sent as **Electronic Application** in digital form, emailed to: [info@beatcarnival.com](mailto:info@beatcarnival.com) with RECRUITMENT in subject title.

All applications will be forwarded to Beat Carnival's Transition Consultant for processing.

The **Equal Opportunities Monitoring form** and **Criminal Convictions Disclosure Form** will be retained in a private folder at Beat Carnival. The purpose of not sending disclosure documents directly to our recruitment support consultant is so that these forms will not be disclosed to anyone involved in short-listing your application.

If you have any queries regarding the recruitment process, please contact by e-mail: [info@beatcarnival.com](mailto:info@beatcarnival.com) or telephone 028 90434767.

BEAT CARNIVAL

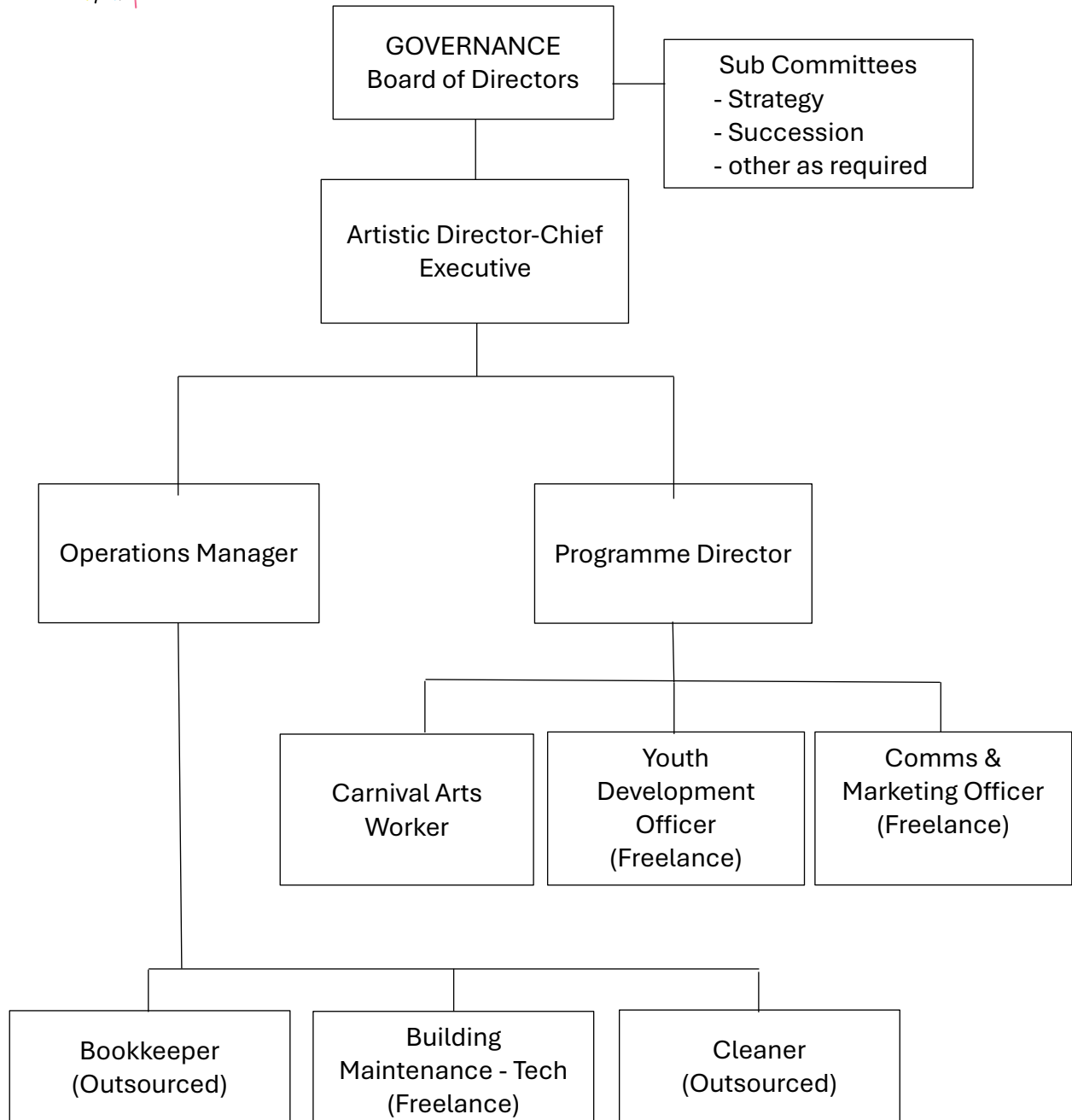
Beat Carnival Centre 11-47 Boyd Street Belfast BT13 2GU

E: [info@beatcarnival.com](mailto:info@beatcarnival.com) Tel: 02890 434767

[www.beatcarnival.com](http://www.beatcarnival.com)



# BEAT CARNIVAL 2025 ORGANISATION CHART



Programmes and events are resourced from Beat's pool of freelance artists

Beat Trading Ltd is Beat's social enterprise subsidiary for commercial services and events