

Margate Pride & Margate Pride Festival

Operations & Evaluation Manager 2024



Location: Margate
Reporting Relationships: Director: Arts & Development
Salary: £34,000 pro rata
Hours & Contract terms: Part-time, 2 days per week / 16 hours
(flexible hours, details to be specified by the employer)

Margate Pride is an arts-and-culture-led Pride that harnesses its creative skills to address root causes of discrimination towards the LGBTQIA+ community as stated in its [mission](#).

Margate Pride envisions a world where all LGBTQIA+ people live safely, joyfully and openly as their whole selves in the communities we call home.

To help us achieve our [vision](#), Margate Pride holds an annual Festival that includes a rally, parade and events. Pride Day is always the second Saturday of August. Year-round activity is also programmed to deliver on its mission.

Job Purpose:

The Operations Manager at Margate Pride is a vital role responsible for overseeing the day-to-day operational aspects of the organisation. This includes supporting the smooth execution of events and activities by managing contracts and invoices with suppliers, venues and artists; managing administrative tasks; rolling out evaluation and writing reports for funders with the team, and supporting the team in various operational capacities working closely with the Director of Arts & Development.

Key Responsibilities and Duties

Project Management: Support the management of the overall strategy alongside the Directors and Community Engagement Manager.

Support the administrative aspects of Margate Pride events and projects.

Coordinate with different teams to ensure successful activity delivery.

Administrative Oversight:

Handle administrative tasks, including invoice processing, record keeping, contracts with suppliers, venues and artists, and report preparation.

Ensure compliance with organisational policies and procedures.

Budget and Finance Management:

Assist in budget preparation and monitoring expenses.

Oversee financial transactions and ensure timely payments of invoices.

Team Support and Coordination:

Provide support to various teams in planning and executing their tasks.

Facilitate communication and coordination among different teams.

Use project management software to track actions and delivery.

Evaluation and Reporting:

Work with Producers to conduct evaluations of activity and projects to assess effectiveness and identify areas for improvement.

Prepare and present reports on operational activities, challenges, and achievements with the Directors.

Strategic Planning Support:

Contribute to the development and implementation of organisational strategies.

Participate in long-term planning and forecasting activities.

Essential Skills and Qualifications:

- Proven experience in operations management, arts management, or a related field.
- Familiarity with project management tools and software.
- Proficient working with Google Drive.
- Strong organisational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in financial and administrative management.
- Ability to work independently and collaboratively.

Desirable Skills:

- Knowledge of the LGBTQIA+ community and commitment to Margate Pride's mission and values.
- Experience in working with non-profit organisations or in the arts and culture sector.
- Being able to attend meetings in Margate.

Margate Pride is an equal opportunities employer. We actively encourage applications from all genders, POC, LGBTQIA+ people, long-term Thanet residents, Neurodivergent and disabled people.

We are committed to providing an inclusive and accessible recruitment process. If you require accommodations at any stage of the application process due to a disability or any other accessibility needs, please let us know. We will work with you to ensure that your needs are met and provide reasonable accommodations to support your participation in the recruitment process.

Timetable for application:

Deadline **15th January 2024**
Interviews **22nd January 2024 in Margate, or online**

To apply, please submit your CV and a cover letter to **info@margatepride.org.uk**