

HAVERING LONDON

General Manager

Fixed term (3 years)



**Building a cultural
ecology for everyone.**

About Havering London

Havering London is a new cultural placemaking organisation, coordinating a public, private & voluntary sector partnership of strategic organisations & community representatives. It was behind Havering's bid to be London Borough of Culture, developed with 50 groups & 1,000 members of the public. Havering London is now leading on developing, fundraising for and delivering '*A Good Life*', Havering's new 3-year legacy driven cultural strategy (2025–2028).

Havering London believes in the transformative impact that culture can have on a place. It works in new ways, with different communities, in partnership across a changing borough and widely across London: attracting investment and building a cultural ecology for everyone.

Havering has developed a partnership cultural strategy designed to act as a three-year catalyst for nurturing and growing the cultural life of a rapidly changing place.

A GOOD LIFE ↗



Images: Hannah Davis

Job Description

General Manager

Contract Type:

Fixed term (3 years)

Salary:

£44,000 per annum (pro rata)

Purpose of the Role

The General Manager is responsible for the day-to-day management of Havering London. The role requires strong administrative and financial skills, team coordination responsibilities, and the ability to provide comprehensive programme oversight. This position supports delivery of the cultural strategy through effective governance, fundraising, recruitment, community engagement, and project delivery.

Role Details

Location: Across the London Borough of Havering

Line Management: Reports to Project Director(s)

Hours: 0.8 Full Time Equivalent, flexible working encouraged

Holiday Entitlement: 25 days plus public holidays (pro rata)

Probationary Period: 6 months

Period of Notice: 3 months

Start date: As soon as possible post appointment

Duties and Responsibilities

1. Operational Management

- Provide day-to-day management for the operations of the company.
- Develop and implement organisational policies and procedures.
- Help strengthen partnerships across public, private and voluntary sectors, representing Havering London.
- Organise, produce reports and minutes for Havering London Board, Partnership and People's Panel meetings.
- Report to the Project Directors, ensuring accurate tracking of performance, risk, and organisational compliance for the purposes of governance, charitable and funder reporting.
- Ensure the company has an appropriate office and other places of work that are adequate and maintained as safe, secure and properly equipped working environments.
- Oversee Health and Safety ensuring codes of practices are followed, risk assessments are undertaken, incidents reported and logged, and staff are appropriately trained.
- Ensure the company has and renews all appropriate insurance covers.
- Championing best practice in environmental responsibility and access.

2. Programme and Project Delivery

- Directly oversee aspects of project delivery for programmes where these are not led by an individual producer or officer.
- Contract artists, freelancers, suppliers and casual staff working on projects.
- Ensure effective monitoring and evaluation processes, including data and insight collection, in close collaboration with external evaluators.

Duties and Responsibilities

3. Finance

- Manage the day-to-day finances for the company, including maintaining bookkeeping, payroll, processing payments and receipts.
- Support the Project Directors in preparing updated budgets and management accounts.
- Ensure financial compliance across projects, including procurement and reporting requirements.
- Coordinate and support grant making applications to funding bodies and project stakeholders.

4. People and Resource Management

- Line manage freelancers, contractors, and volunteers ensuring clarity of roles and effective performance.
- Ensure appropriate HR policies are implemented, monitored and reviewed regularly, including those relating to safeguarding.
- Coordinate staff recruitment, induction, and development processes.

5. Digital and Communications

- Manage Havering London's website and social media platforms on a day-to-day basis.
- Coordinate and deliver marketing, public relation and promotional campaigns and activities for Havering London projects.
- Work with partners to promote Havering London and share its impact regionally and nationally, to include organising cultivation and advocacy activities.

6. Any Other Duties

- Undertake training and staff development activities as required for the role.
- Undertake any other duties as required.

Person Specification

Essential:

- Proven experience in a management role within the cultural, creative or heritage sectors.
- Experience of organising and managing cultural projects and events.
- Ability to work under pressure across multiple projects.
- Strong planning capabilities.
- Demonstrated ability to manage day-to-day finances of a small business.
- Excellent communication and interpersonal skills.
- Experience with Arts Council England funding programmes.
- Experience of working with voluntary sector organisations.
- Ability to work with a minimum of direct supervision
- Track record of community engagement and inclusivity in cultural delivery.
- Well-developed communication skills in all media

Desirable:

- Understanding of Havering's cultural landscape.
- Experience of successfully working with or within and effectively navigating local authority structures

Recruitment Process

How to apply:

Please send **CV & supporting statement** (no more than x2 A4), via email with subject line: 'General Manager'. For an informal conversation about the position before or during your application, please email.

Closing date:

Monday 2 June 23:59

Email:

info@haveringlondon.com

A Good Life is funded by:



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**ARTS COUNCIL
ENGLAND**



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**Heritage
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Havering
LONDON BOROUGH



HAVING CHANGING

Havering London is supported by:

Creative Health Havering, Fuse, Havering Changing, Havering Museum, London Borough of Havering, New City College, Romford BID, the Centre for Performance, Technology, and Equity (PTEQ) at the Royal Central School of Speech and Drama