



# General Manager

## Job Pack



# WELCOME



NYCOS occupies a unique place in Scotland's cultural landscape as a charity providing a national infrastructure for young people and music leaders to develop their singing. Founded in 1996, and directed by founding Artistic Director Christopher Bell, we are committed to supporting children and young people to realise their vocal and musical potential and provide opportunities for young people, teachers and choir directors to support and develop choral singing across Scotland.

We consist of several National Choirs, including the internationally-renowned National Youth Choir of Scotland, a network of fourteen Regional Choirs across the country and a considerable Creative Learning programme that engages in a wide range of activity and training for children, young people and adults.

As a Creative Scotland multi-year funded organisation with a new Chief Executive Kenneth Boyd, this is a great opportunity to join the senior team in a national company.

## **Role Purpose**

NYCOS is looking to appoint a General Manager. The General Manager will lead the NYCOS central services and office function, ensuring best use of the charity's resources. You will be an excellent team player and communicator, be able to develop and manage budgets and become a senior member of the NYCOS team. The role will include liaison with the external finance team, and suppliers of HR support, IT support, office space and marketing and communications support.

# APPOINTMENT DETAILS

**Job Title:**

General Manager

**Reporting to:**

Chief Executive Officer

**Supervises:**

Marketing Support and external contracts

**Location:**

NYCOS main office at Savoy House, Sauchiehall Street, Glasgow  
with potential for home working

**Hours:**

Full-time (35 hours per week) but we would consider a part-time position for the right candidate.

Working hours are flexible, between 8.30am to 6.30pm, Monday to Friday, with one hour per day for lunch.

This role will involve some evening and weekend work, including Board and sub-Committee meetings as required, worked within the contracted time (NYCOS operates a Time Off in Lieu Policy).

**Salary:**

£37,500 -£42,500 per annum (pro rata if applicable)

**Pension:**

Employer Contribution is currently 5%

**Tenure:**

Permanent

**Holiday entitlement:**

34 days per annum including public holidays

**Notice:**

Three months

# RESPONSIBILITIES



## Manage central services team

- Line-manage the marketing and communications functions.
- Manage overheads budgets.

## HR and Payroll

- Manage contracting for all NYCOS staff and be key contact for HR legal support. Manage HR requests and systems for tracking such as sickness and holiday.
- Liaise with payroll suppliers to ensure appropriate records for all staff.

## Office and Governance

- Key contact for office, liaising with landlords about office space, rates relief and insurance.
- Lead contact for IT support and other office systems and suppliers.
- Support Chief Executive with Board admin and governance.
- Key contact with OSCR and Companies House to ensure records are up-to-date with annual reporting and amendments.
- Co-ordinate Policy Review and present for approval to Chief Executive and Board.

## Finance

- Insurance: responsible for annual renewals and ad hoc insurance (with colleagues).
- Banking: contact and signatory for bank accounts.
- Contact for external finance team, McCalls & Co. Coordinate reporting, checking and approvals from budget holders. Maintain records for invoices and authorisations, and track payments.
- Liaise with payment processor to ensure efficient and reliable card transactions.
- Support audit process.
- Support Chief Executive with budgeting and financial planning.



# PERSON SPECIFICATION

## Skills & Experience

### *Essential*

- Proven ability to lead, motivate and manage teams, fostering a collaborative work environment.
- Experience in managing projects, including planning, budgeting, resourcing and evaluation.
- Significant financial experience, including experience of developing and managing budgets, forecasting and financial reporting.
- Ability to build and maintain strong relationships with diverse stakeholders.

### *Desirable*

- Knowledge of charity laws and accounting.
- Experience working in the Scottish Cultural Sector.

## Competencies

- Excellent interpersonal and communication skills, with the ability to engage a wide range of people with our work.
- Ability to think and operate strategically and provide flexible solutions.
- Ability to prioritise and meet regular deadlines whilst working under pressure.
- Confident, resilient and resourceful, with the capacity to negotiate through personal influence.
- A commitment to excellence and professionalism.
- Appreciation of and support for the aims, values and ethos of NYCOS.

# HOW TO APPLY

## Applications information

NYCOS is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender identity, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnership. Our board and staff believe by improving the diversity within our organisation and our leadership, we will improve the quality of our work.

You will be required to complete and submit the following:

- Curriculum Vitae (CV), 2 pages maximum, 11pt minimum font size
- Covering letter, letting us know why you would like to work with us in this role and the skills and experience you would bring to the position, 2 pages maximum, 11pt minimum font size
- Equal Opportunities monitoring form

In order to ensure the shortlisting process is anonymous and fair, please do not include your name or photograph on your CV or covering letter. Instead, please include personal details in the Equal Opportunities monitoring form.

Please send your completed documents to [jobs@nycos.co.uk](mailto:jobs@nycos.co.uk) by **noon on Wednesday 14 May**. We will not be able to consider applications received after this deadline.

Interviews dates are to be confirmed. We will provide a BSL interpreter or live captioning if required. Please get in touch if you require any adjustments or assistance to participate, should you be invited to interview.

If you would like to discuss this role further or discuss access requirements before you make an application, please contact Kenneth Boyd, Chief Executive Officer via [kenneth.boyd@nycos.co.uk](mailto:kenneth.boyd@nycos.co.uk)



# TERMS & CONDITIONS



The post-holder must have the right to work in the UK and will be required to provide the necessary paperwork to verify this. Ideally, the post-holder will also have a valid driver's licence.

By applying for this vacancy, you consent to the safe storage and handling of any personal data you've provided to us. We will never share your data with a third-party without your consent. You can request the removal of your data at any time, by emailing [info@nycos.co.uk](mailto:info@nycos.co.uk).

Good luck with your application and thank you for your interest in NYCOS.



**nycos.co.uk**

f @nycoscotland



**All photographys by Sally Jubb.**

National Youth Choir of Scotland (known as NYCOS) is a registered Scottish charity, SC024899.