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1. About ATLAS Arts



Still from Isabel Lewis' *What can we learn about love from Lichen?*, June 2021, photo by Catherine Macphee

ATLAS Arts organises collective art projects across Skye, Raasay and Lochalsh. We were founded in the summer of 2010, following a series of public discussions with the aim of imagining new ways of supporting ambitious and meaningful visual arts programming in and around Skye and Lochalsh.

We work with artists and local residents to have conversations that are rooted in this place and this time, supporting a wide ranging and busy programme of long-term cultural projects, screenings, artist residencies, community meals, workshops and sharings each year.

We work with art in different ways – from smaller, quieter gatherings, to bigger, celebratory events and performances. We love books, publishing, film and food, and finding new ways to

come together to make and speak. We pay attention to the social, political and global significance of these conversations and the building of communities in between.

We have a growing collection of zines, seeds, books, equipment for borrowing, and a studio for making and binding books. Open access to tools and knowledge is important to us.

Since 2010 ATLAS has built a national and international reputation for arts projects centring on local ecology, knowledge and culture. Over the last 18 months our team has developed many new strands of activity and community resources and we now seek to build on the strong foundations of ATLAS' first decade of work with this post, giving additional strategic support to our team.

ATLAS Arts is currently a team of four people, who work to organise the programme and administration of the organisation collectively. We have an office in Portree and operate a flexible working policy with a mixture of working from home and office. More information on our team can be found [here](#).

See atlasarts.org.uk/about to find out more about our work.



Are You Locationalized? Joanna Tatham and Tom O'Sullivan, Portree, 2014

2. Key Information

Job Title:	Alternative Economies Manager
Reporting to:	Artistic Director (CEO)
Salary:	£25,600 for 4 days a week (£32,000 Full Time Equivalent) plus NI/PAYE and pension
Location:	Portree, Isle of Skye (relocation allowance negotiable). Some remote working may be possible.
Contract type:	For an initial period of 18 months (post supported by HIE). A 0.8FTE (4 days a week) contract is offered but we can be flexible depending on personal circumstances.
Probationary period:	3 months
Notice:	Notice period of 3 months is required by either party
Pension:	Auto enrolment into Nest pension scheme at 3%
Annual Leave:	25 + statutory public holidays
Start Date:	Flexible - between early September - early November 2021.
Application Deadline:	10 August 2021, 10am
Interviews:	18 August 2021, Portree (zoom can be offered)

3. The role

This is a community-focused fundraising, development and financial planning role. Working closely with the rest of the team, the remit of the role is to redevelop and maintain the financial and management structure of ATLAS Arts and to lead on income generation and fundraising for the organisation. The role will support fair, environmentally conscious and sustainable work across these areas.

The ideal candidate will have a solid background in financial and/or business management, and a good track record in fundraising for non-profit organisations. The candidate should have a good knowledge of Skye and Lochalsh and/or the Highlands context, with an open mind towards developing working practices that reflect a fairer cultural economy.

What does 'Alternative Economies' mean?

The idea behind this 'Alternative Economies' post is to support fairer and more sustainable ways of working in the arts. This financial and strategic post will explore possibilities for sharing resources and working together within our communities, creating shared income streams and administrative policies which advocate for a fair, equitable, interdependent, healthy arts organisation for all.

ATLAS is part of an interdependent network of people and organisations, from businesses such as catering enterprises, to community trusts, the local council, local suppliers, schools, archives, artists and the local Gaelic college. This new role will focus on ATLAS' role as part of this community, as we develop a new kind of business plan and a set of alliances focused on doing things differently.

Key responsibilities:

Business Plan development and implementation

- Supported by the whole team, you will lead on Finance and Development aspects of the new ATLAS Arts Business Plan for 2022-2025, allowing ATLAS to implement an appropriate financial and operations strategy. The Business Plan will centre fair pay, creativity and artists, the zero carbon economy, a climate just future, and reciprocal local benefit. Work on this plan has begun, and you will provide key input as we submit it to funders in Spring 2022.

Fundraising and Development

- Building from strategic aims identified in the business plan, lead on core fundraising for the organisation. This will include the development of our Regular Funding application to Creative Scotland to be submitted in Spring 2022, with support from the whole team.
- Create and implement a fundraising strategy for the organisation to diversify funding streams, support the programme, and fund core posts.
- Explore and create new income streams for the organisation over the long term drawing on best practice from the arts and wider sector while ensuring interdependent benefit to local communities (i.e seed sharing enterprises, artist edition programmes, creative workshops, tool libraries, books, creative publishing, local creative business development).
- Build and maintain strong connections with a range of local stakeholders across tourism, business and culture.

Financial Management

- Take day to day responsibility for the effective financial management of the organisation, supported by the programme and administration assistant. This will include: maintaining appropriate and clearly understood processes and procedures; the preparation of quarterly management accounts, maintaining accurate financial records and monitoring all expenditure against budgets.
- With the Director, liaise with principal funders, including HIE and Creative Scotland. This will include ensuring compliance with, and reporting on, terms and conditions of funding.
- Develop strategies for securing finances and sponsorship where appropriate and ethical.
- Responsibility for annual budgeting, risk management and business continuity
- Liaise with ATLAS Arts' accountants in the successful implementation of their duties, and reporting requirements to OSCR and Companies House

Strategic

- With support from the whole team, update and overhaul our financial strategies, implementing carbon budgeting to our forecasts and management accounts, including limits and budgets for carbon emissions.
- Work closely with the team to ensure that organisation policies relevant to the role are fit for purpose and effectively coordinated and implemented.
- Lead on the development of ATLAS' evaluation and monitoring strategy, with support from the whole team
- Support monitoring and evaluation activity across the organisation to ensure that achievements and learning can be reported on to the Board and to funders.
- Advise the Director and report to the Board on performance standards, finance, operational, and relevant management issues.

Communities and collaboration

- Advocate for and build knowledge of enterprises which are sustainable and culturally sensitive, building a strong sense of how ATLAS works as part of an interdependent economy.
- Networking across the sector to advocate for wider change towards sustainability and cultural sensitivity
- With focused support from the ATLAS programme team, research and share learning through community sharings. This may include co-hosting sessions with local trusts, 1-1s with local communities and businesses, connecting with like-minded initiatives - all with a focus on connecting people and ideas locally. Training, time and development support will be provided in this area if required.



4. Attributes and experience required

Criteria	Essential	Desirable
Personal Traits	<ul style="list-style-type: none"> ● Enjoys working with people and sensitive to the differing needs of people and communities ● Passionate about doing things differently and the of importance of art and culture ● Works with pace and energy ● Creative thinker and problem solver ● Commitment to the development of the Gaelic language and culture through the work of the organisation. 	<ul style="list-style-type: none"> ● Gaelic speaker
Qualifications and Training	<ul style="list-style-type: none"> ● Educated to degree level or equivalent experience 	
Experience and Knowledge	<ul style="list-style-type: none"> ● Experience of high level budgeting and financial control in an organisation ● A proven track record in fundraising with cultural / community organisations ● Income generation ● Collaboration and partnerships with a range of people and organisations ● Reporting and evaluation ● Knowledge, interest and understanding of Highland life and culture. 	<ul style="list-style-type: none"> ● Up to date knowledge of arts and cultural policy in Scotland / UK. ● Experience of carbon budgeting ● Experience of implementing alternative strategic/financial plans ● Demonstrable experience of developing effective policies and procedures
Skills and/or Abilities	<ul style="list-style-type: none"> ● Able to create organisational vision and to define and meet goals 	

	<ul style="list-style-type: none"> ● Able to motivate and gain buy in across a team ● Excellent communication skills (both oral and written), with the ability to communicate with a wide and diverse range of people, including the general public, artists and other collaborators ● Able to build partnerships and engage in reciprocal stakeholder management 	
Specific Job Requirements	<ul style="list-style-type: none"> ● Experience of developing fundraising bids ● Knowledge of finance, accounting, budgeting, and cost control procedures. ● Experience in income-generation ● Experience of working with communities and external stakeholders ● Clean driving licence 	<ul style="list-style-type: none"> ● Relevant experience of charity and financial accounting ● Experience of contributing towards organisational strategic/business plans, management and legislation; ● Knowledge of aspects of commissioning, ownership, representation and sales. ● Experience of working with a Board – or equivalent level of reporting and accountability

5. Alternative Economies Manager: Strategic priorities

- Fundraising to ensure Assistant Producer and Alternative Economies posts can be made permanent;
- With support from the ATLAS Programme team, and with additional training and development, test and develop new collaborations and drive forward creative community conversations towards a resilient and imaginative community response to COVID;
- Exploring options for income diversification such as editions programme, book sales, and collaborative enterprise;
- Attainment of Carbon Zero status;
- Continued promotion and development of Gaelic as an intrinsic part of our work;

- Continued status as one of Creative Scotland's Regularly Funded Organisations (RFOs) from 2022, and increased diversification of funding/revenue streams;
 - A healthy, sustainable and ethical organisation with creativity and care at its core;
 - Growth of ATLAS' position as a leader in socially led work, with a creative programme that is always already invested in our local community;
 - A commitment to supporting and investing in local talent and emerging practice;
 - Collaboration and reciprocal partnerships underpinning our work (including staff, artists, community, arts and non-arts, public/private institutions).
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6. How to Apply

To discuss the role and for further information, don't hesitate to contact Ainslie Roddick at ainslie@atlasarts.org.uk or 07731453666.

We appreciate this is an unusual role, and encourage anyone to apply who feels they have good financial management and fundraising experience. Support will be given to develop all other aims of the post.

In making an application, you are asked to submit:

- a comprehensive curriculum vitae giving details of relevant achievements in recent posts and contact details for two references;
- a (maximum two-page) covering letter that summarises your interest in this post and provides evidence of your ability to match the criteria outlined in this brief – please refer to the criteria outlined in the person specification;
- Confirmation of start date availability and eligibility to work in the UK;
- A completed Personal Details and Equalities & Diversity monitoring form.

CLOSING DATE FOR APPLICATIONS: Tuesday 10 August 2021, 10am.

We would prefer to receive applications via email, and they should be sent to Katharine Barrington at katharine@atlasarts.org.uk

PLEASE NOTE:

We expect to let you know if you have been selected for interviews by **12 August 2021**. Interviews are scheduled to take place on **Wednesday 18 August** and will take place in Skye. Please indicate on your application if you would have any difficulty with attending interviews on this date and/or would prefer to join via Zoom.

7. ATLAS Programme highlights and resources

[The School of Plural Futures](#) began in February 2021 and runs throughout the year. Along with artist Emmie McLuskey, eight contributors across Skye and Lochalsh are building this alternative school to speak about the reality and potential of life in Skye and Lochalsh. The school takes the form of a series of gatherings – a space to think and create responses to local and global challenges facing young people, asking questions and learning together about social justice, the climate crisis and about what it means to live and work here today.

[CLIMAVORE: On Tidal Zones](#) is a long-term project led by artists Cooking Sections, that includes a variety of site-responsive projects across the world. Exploring how to eat as humans change climate, CLIMAVORE explores forms of eating that respond to man-induced environmental transformations. The current programme includes two new research residencies, with a series of events planned in October 2020 exploring On Tidal Zones learning from the last six years.



CLIMAVORE: On Tidal Zones, Recipe Book Launch, 2020. Photo by Matthew Arthur Williams.

[Culture Collective](#) is a long-term artist residency beginning September 2021, which aims to build a series of creative conversations, cultural events and long-term arts projects that celebrate creative practice in Skye, Raasay and Lochalsh, and support communal conversations on the role arts and culture has to play as we look to build more hopeful and pleasurable futures.

[The Making Publics Press](#) is a book making studio, which has all the equipment you will need to design, print, bind and trim your own books and publications. The main purpose of the space is to support the making of small runs of creative book projects, quickly and cheaply – getting books out into the world and across Skye, Raasay and Lochalsh. Its a space for conversation and community building. To publish for us means to make new publics and new kinds of social spaces.

[Seed Stewardship](#) is an ongoing series of seed saving and storytelling events, film screenings and publication sharings focused on seed sovereignty and global food security. Sharing the wealth of local knowledge and history related to food and land rights on Skye, the programme brings together artists and organisers to build solidarities with people dealing with the violent effects of food insecurity and environmental catastrophes around the globe. Seed Stewardship is also a network of temporary and permanent seed libraries around Skye and Lochalsh.

Community film equipment: ATLAS Arts has a range of filmmaking, AV, recording and community film equipment available for people living locally to borrow. This is available to everyone and we operate a pay-what-you-can policy.



Community film equipment in action, and envelopes for the Skye and Raasay Seed Swap, 2020