

General Manager Role Description

ABOUT OUR TEAM

Spectrum Gaming is run by a group of dedicated volunteers and a strong team of trustees who help to ensure we get things right for our community members. While Spectrum Gaming is managed and facilitated by volunteers (with the exception of our creative director who has a full time paid role), we believe that young people's voices are the most important in deciding how services should be delivered and how they should be supported. Therefore, what we do, how we run, and our transformation is driven by members of our community. 35 autistic young people are part of our voluntary staff team, and they fulfil a variety of roles including Server Managers, Event Planning Managers, Server Improvement Team Members and Moderators.

Working with young people has led to the creation of the 3 core values of Spectrum Gaming:

- **Child Centred** – The members of our community should be the people who decide what we do and how it develops.
- **Emulous** – We embrace (and encourage) criticism. We will always be open minded and willing to learn and improve.
- **Quality over quantity** – We will prioritise people who are in our community first, and make sure any changes we make do not compromise the experience of current members of our community.

Our community receives overwhelmingly positive feedback, which is why we continue to improve on what we do and develop. Here is some feedback we have had so far:

<https://padlet.com/info13231/SpectrumGaming>

At the moment, there are:

- Over 200 young people in our under 13 community
- Over 250 young people aged 13-17 in our teenager community
- 300 young people on our Minecraft server
- Over 1600 members of our Facebook group for parents and professionals

And these numbers are continuing to increase due to high demand.

In addition to our online community, we run a variety of face to face meetups across Greater Manchester. Meetups so far have included a monthly forest school, trainspotting, gaming clubs, hikes and more! Activities are chosen by our community based on their interests.

We also recently received funding for our own community centre, so we are in the process of having our own space to run activities from. Members of our community are incredibly excited to have a place they can call home.

Thank you for your interest in Spectrum Gaming

ABOUT THE ROLE

Position	General Manager
Location	Working from home and our centre in Bury, Greater Manchester
Salary	£27,000
Hours of work	37 hours per week, flexible working pattern available
Annual leave	208 hours paid leave (equivalent to 28 days)
Contract length	Minimum of 24 months, with extension if we are successful in obtaining more funding for this post
Responsible to	The trustee board, working alongside the Creative Director
Responsible for	Volunteer Manager, Activities Coordinator
Employer	Spectrum Gaming

PURPOSE OF THE POST

The General Manager is a brand-new role within Spectrum Gaming's team. As we have grown it has become clear that we would benefit from a role dedicated to the management of the charity, and for ensuring the sustainability of the work we do.

This role involves ensuring we are legally compliant as a charity, leading on the fundraising efforts of Spectrum Gaming to ensure long term sustainability and the management of our community centre.

KEY RESPONSIBILITIES

General Management

- Working with the Chair to enable the trustees to fulfil their duties, legal obligations and other responsibilities for the proper governance of Spectrum Gaming.
- Drafting and disseminating Spectrum Gaming's policies and ensuring compliance with these policies. Ensuring we are first and foremost complying with legal requirements, then making sure we are innovating and offering an approach that works for young people based on their feedback.
- Helping to manage and organise the trustee board.
- Manage the team and ensure it is a well-run organisation where colleagues feel valued and able to work effectively.
- Ensuring full and accurate reporting, including the preparation of an annual report and financial statements, and annual return to the Charity Commission.
- Ensuring that the organisation has the right management systems and structures in place to carry out its work effectively and safely, while also achieving Spectrum Gaming's aims, as decided in collaboration with young people.
- Completing relevant administrative tasks including record keeping and data management.
- Ensuring that safeguarding incidents and accidents/ incidents are reported appropriately.
- To attend team meetings, management meetings and contribute to the overall management of the organisation.
- Taking the lead role in the recruitment of new staff, including writing job descriptions and advertising vacancies.
- Completing other tasks as and when required as instructed by the Creative Director or Trustees, in line with SG's aims and objectives.
- Supporting a variety of workstreams, when needs have been identified by our community.

Fundraising and finance

- Leading the Spectrum Gaming fundraising strategy and coordinating the work of the fundraisers to build long-term sustainable income.
- Taking a lead on the research of new income streams, alongside a team of volunteers.
- Building strong relationships with a range of potential funders and overseeing shaping and writing of major bids.
- Writing and coordinating the submission of funding applications.

- Developing and maintaining relationships with funders, which includes face-to-face meetings, regular communications and ensuring we have high quality reporting.
- Acting as an ambassador for Spectrum Gaming, networking widely to build new and existing strategic relationships (corporate, statutory and third sector) such as partner charities, businesses and academics.
- Being responsible for leading, managing and motivating fundraisers to ensure a high quality donor care experience.
- Producing a budget acceptable to the Board and ensuring the sound financial management of SG within that budget.
- Seeking out an organisation who provide a bookkeeping and accountancy service, and being the point of contact for them, making sure Spectrum Gaming is fulfilling all it's financial legal duties.

Community Centre Management

- Developing new income streams and creative ideas for the sustainability of the centre.
- Ensuring cover at Spectrum Gaming's centre, including providing onsite cover during the week.
- Ensuring that the fabric of the building is kept in good order, liaising with contractors, utility providers, the centre cleaner and others as required
- Being responsible for stationery, kitchen, and other supplies, ensuring best value for the organisation.
- Developing and complying with health & safety and fire policy and procedures.
- Being responsible for the setup and management of systems for the recording and payment of all other direct income, such as room hire.
- Being responsible for the appropriate use and reconciliation of petty cash for small local expenses.
- Line managing the centre team, and providing management support to people who deliver activities in the centre to ensure people have good experiences there.
- Taking responsibility for setting working rotas, and ensuring all events/ activities have the level of staff input needed to be safe and effective. This will include providing onsite cover when needed.
- Ensuring the centre operates at maximum capacity in terms of number of activities & services offered and days open.

As we are a new charity we expect some aspects of the role to change and develop over time.

We expect all staff to ensure that our charitable purposes are followed and that we deliver the charitable benefit set out in our vision.

PERSON SPECIFICATION

Essential:

- Being open to learning and challenging yourself, to support young people in the Spectrum Gaming way. Our views and approach in supporting autistic young people are different to the norm, where autism is seen through the medical model and as something negative.
- Substantial management experience, preferably within the charity sector.
- Good appreciation of safeguarding, health and safety in the workplace, data protection principles and equal opportunities.
- Attention to detail and the ability to collect monitoring information and compile reports that show the difference we are making.
- Track record of successful project management.
- Business planning experience.
- Budget and contract management experience with proven and demonstrable skills in planning and budgeting.
- Ability to design and deliver workable partnerships and projects.
- Excellent implementation, logistical and administrative skills, including proficiency in Microsoft Office, Excel, PowerPoint or Google equivalent.
- Practical commitment to user- and needs-led services and to a collaborative approach to service development.
- Experience of managing own workload.
- Experience of risk assessment and a commitment to maintaining a safe working environment complying with safeguarding and health & safety legislation.
- Excellent self-reflection skills.
- Knowledge of charity compliance.
- Outstanding organisational and leadership skills.
- Problem-solving aptitude.
- Personal drive, energy, integrity, adaptability and responsibility.

Desirable

- Understanding of the voluntary and community sector in the UK and the issues it faces.

- Experience of line management of staff and volunteers.
- Having a strong connection to autism and an understanding of the challenges autistic young people face (full training will be given to the successful candidate).
- Experience in supporting autistic young people (personal or professional experience), or lived experience of autism.
- Ability to identify new opportunities and partnerships that benefit the charity.
- Ability to maintain a positive, professional attitude working with a range of people.
- A proactive, problem-solving approach to tasks and issues.
- Awareness and understanding of neurodiversity and in particular autism.

All Spectrum Gaming staff members are expected to demonstrate:

- Ability to work as part of a team.
- Open commitment to the principles of equal opportunities, diversity and respect.
- Full commitment to empowering and supporting autistic young people and amplifying their voices.
- Ability to plan and prioritise work and fulfil administrative duties.
- Reliability.
- Ability to identify and implement innovative solutions to problems.

If you have any specific questions regarding this role, please contact andy@spectrumgaming.net