



## **Operations & Finance Manager Application Pack**

Thank you for your interest in the post of Operations and Finance Manager of DaDa.

We are looking for someone who will bring operation and financial skills, energy and direction to our leading and influential company. They should have a combination of business acumen, commercial insight, and an entrepreneurial approach to new opportunities.

DaDa runs DaDaFest, our biennial festival which has an international reach and impact, 2025 marked the 40th year in which DaDa has pioneered the active involvement of disabled people in DaDaFest, as audience members, artists, employees, and participants. DaDa remains the largest organisation of its kind in the Northwest, delivering Disability Arts events in the North of England with international reach.

Considering the ethos of the company, the successful applicant must ideally have experience of working within, or for, a Disabled-led organisation.

We will ensure we will manage the logistics of delivering the requirements of the job so that all individual access needs are met.

### **ABOUT US**

DaDa is an award winning and pioneering disability arts organisation based in Liverpool with international reach and impact. Founded in 1984, we were one of the first disability-led arts organisations in the UK and an integral part of the campaign for greater equality and access for disabled artists across the arts sector.



As an organisation we are known widely for DaDaFest, our biennial cross-arts festival which has nurtured and supported many renowned disabled artists from the UK and beyond since its first iteration in 2001. Now, the organisation wants to continue our pioneering work by reimagining trusted formats, refocusing on our social justice mission, continuing to break down barriers and campaign for change and explore new ways to enable disabled artists to create challenging, entertaining and powerful work.

DaDa is a Disabled-led charity, focused on reflecting the lived experience of Disability. We believe that Disability is a social issue – it is systemic barriers, negative attitudes and exclusion by society (purposely or inadvertently) that are the main contributory factors in “disabling” people.

We use our work to educate, challenge attitudes and help remove the barriers that restrict life choices for disabled people to live independently and equally in society.

## **Our Funding**

We are an Arts Council England National Portfolio Organisation and receive regular funding from Liverpool City Council. Our programme of events and activities have also been supported by a wide range of charitable Trusts and Foundations, including the Esmée Fairbairn Foundation, Paul Hamlyn Foundation, Children in Need, and Youth Music. We have an annual turnover of £330,000.

## **Organisation and Governance**

DaDa is a registered charity (Charity Number, 1014390) and a company limited by guarantee (No. 2636606). We are overseen by a non-executive Board of Directors. The Board delegates the day-to-day management of the company to an Executive Team of seven people, led by an interim CEO.



## **Staffing Structure**

The company is currently looking at a re-structure and more contemporary ways of working for an SME.

We believe that the company will be stronger with an Operations and Finance Manager supporting our CEO and a small team has been designed to ensure that accumulated expertise and knowledge is retained with the company.

## **OUR HISTORY**

Over the last 40 years, our work has covered varied and combined arts forms including theatre, visual arts, dance and explored the global language of disability culture with the aim of building a more accessible, inclusive, and diverse arts and cultural ecosystem.

Our approach includes programming, commissioning and collaborating with international, national and local artists and companies with a wide range of both arts and non-arts partners.

DaDa and our DaDaFest have played a key role in the development of Disability and D/deaf arts in the UK and internationally. In 2001, we created DaDaFest International (DDFI) to provide a much-needed platform for Disabled artists.

Over the last 21 years the festival has included artists from across Europe, United States, South Africa, Indonesia, Cambodia, Saudi Arabia, India, and the Middle East.

Our festivals and events are interspersed with talks and debates addressing the social justice issues raised by the works we present.

Our work and Festival have helped shape the disability arts scene.

Our next International Festival is March 2027



The festival includes a diverse and intersectional range of artists, and you can find out more about our 2025 International Festival here:

<https://www.dadafest.co.uk/artists/>

All our work over the last 40 years has strived to be innovative, powerful, and impactful. However, about 12 months ago we began a process of reflection that will support us in building a vibrant and resilient organisation for the future.

### **Equity and Inclusion**

While we are already in the process of reflection and change, as a social justice organisation and an organisation committed to intersectionality, we are aware that there are some areas we fall short of, and we are committed to addressing these.

Within this document you will find background information about the company at <https://www.dadafest.co.uk>,

a job description, a person specification, and information about how to apply. We accept proposals in writing, video/audio format and BSL.

### **JOB DESCRIPTION**

Job Title: Operations and Finance Manager

Hours: Part-time 28 hours per week (excluding unpaid breaks)

Duration: Permanent.

Based: Liverpool, in the DaDa Office.

Salary: Actual salary £30,400 - £32,400 pro rata depending  
on experience (FTE £38,000 - £40,000)



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Responsible to: CEO/Artistic Director

Responsible for: Admin support, volunteers and trainees.

Based: Liverpool, in the DaDa office.

Holiday: 25 days plus bank holidays pro rata

Pension: Employee enrolled into the NEST Pension Scheme with employer's contributions.

All candidates must have the right to live and work in the UK and be in the UK before applying.

### **PURPOSE OF ROLE**

1. We are seeking an experienced and effective **Operations and Finance Manager** to join the Senior Management Team at DaDa.
2. In this key leadership role, you will work closely with the CEO and creative team to oversee daily operations. You will ensure DaDa's legal compliance, managing HR and Health and Safety systems while strengthening the organisation's digital and IT functions.
3. You will also take primary responsibility for the financial management and stability of the organisation. Working closely with the Senior Management Team, you will ensure the smooth running of DaDa's operations and support the successful delivery of its strategic aims and objectives.



## **KEY RESPONSIBILITIES**

### **Operational**

- Provide coverage for DaDa's CEO as needed.
- Serve as the first point of contact, fostering a welcoming environment for staff and external contacts.
- Oversee DaDa's operational systems, including finance, HR, legal, health and safety, first aid and stakeholder reporting.
- Manage operational staff team
- Implement and maintain reporting systems for stakeholders and the board.
- Prepare written reports for funders, stakeholders and board meetings.
- Manage office operations, IT and work with colleagues to update DaDa's website with DaDa's marketing manager
- Ensure GDPR compliance, updating policies and procedures.
- Monitor DaDa's progress towards targets and objectives with the CEO
- Lead the review and updates of DaDa's business plan.

### **Charity and Company Administration**

- Prepare and distribute board papers, arrange meetings, and attend/minute board and subgroup meetings.
- Prepare finance and project data reports for meetings.
- Support board member recruitment and maintain board records, including conflict of interest register.
- Manage Charity Commission administration and updates.
- Ensure timely reporting to the Charity Commission and Companies House.

### **HR**



- Maintain and update agreements and contracts for staff, freelancers, trainees and volunteers.
- Implement robust HR systems and policies for effective record-keeping and best practices.
- Lead recruitment, interviews, and induction processes for staff, volunteers and trainees, ensuring access, equality and inclusion.
- Oversee management processes for freelancers, placements and volunteers.
- Ensure timely pension reporting, manage contributions and provide payroll with accurate salary data.
- Regularly update and enforce organisational policies and procedures.
- Help expand DaDa's networks to foster and share best practices.
- Promote community, artist, freelancer and staff wellbeing.
- Contribute to DaDa's Equality, Diversity, and Inclusion efforts and reporting.
- Oversee training and development plans and organise team awaydays.
- Work with colleagues to ensure the safeguarding of all participants, artists and audiences.

## **Financial Management**

- Manage income, expenses, invoices and petty cash accounts.
- Oversee DaDa's financial health, including budgets, cashflow forecasts, profit and loss, balance sheets, and monthly/quarterly/year-end accounts.
- Implement systems to ensure a rigorous audit trail for annual inspections.
- Manage systems for accurate, timely stakeholder reports.



- Collaborate with the director and fundraisers to develop new income streams, maintain relationships, and ensure compliance with stakeholder and Charity Commission standards.

### **Creative Programme**

- Contract artists, partner venues and freelance festival workers.
- Manage staff and artist travel, accommodation, and visas as per contracts.
- Ensure compliance with risk assessments and legal requirements for creative teams, artists, and partners.
- Coordinate resources for events, supporting volunteers and processing artist per diems/expenses.
- Collaborate with staff and volunteers to produce event schedules.
- Assist the creative team with venue prep, artist/stakeholder greetings and event management.
- Be available before, during, and after major events and festivals.

### **General Administration**

- Implement systems for timely reports, including Illuminate audience and Julie's Bicycle environmental data with Assistant Administrator
- Manage email, software accounts, PCs, resources and website agreements and renewals.
- Review / renew insurance and outsourced services.
- Support Dada's efforts to reduce environmental impact across all activities.
- Collaborate to ensure DaDa meets its outcomes and provides a positive experience for those we work with, and on behalf of.
- Represent DaDa in local and national network group.





- Participate in DaDa meetings, reviews, development days and training.

## **PERSON SPECIFICATION**

We acknowledge many Disabled people are denied opportunities to fully develop their employment potential. DaDa is positive about disability. We will interview you, if you are Disabled, D/deaf, or neurodivergent, and you meet (or plan to meet) the essential criteria in the person specification. In your application, please describe how you'd plan to meet any gaps in your experience - this might be through mentoring, training, peer networks, etc.

### **Essential**

- Demonstrate experience in a senior role, ideally in the arts, cultural or charitable sector.
- Demonstrate financial, organising and planning expertise in finances
- Demonstrate ability to use appropriate accountancy packages proficiently for forecasting and planning activities
- Proficiency in Microsoft Office Suite, including Excel, Xero or QuickBooks systems accountancy packages
- Managing office filing and folders for the organisation office systems, policies and procedures
- Managing staff and operational duties including updating policies and some HR activities using systems for time sheets and annual leave
- Confident, positive and approachable when dealing with a wide range of partners, staff and artists and stakeholders at all levels
- Strong attention to detail, good writing and proof reading and



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presentation skills

- Strong team ethic and ability to work independently
- Excellent interpersonal skills
- Commitment to the Social Model of Disability
- Commitment to Diversity and Environmental Sustainability

### **Desirable**

- Project management experience
- Fundraising experience
- Knowledge of Liverpool City Region and DaDa



## **HOW TO APPLY**

To apply, please email the following documents to [info@dadafest.co.uk](mailto:info@dadafest.co.uk) with the subject line 'Operations and Finance Manager application':

- A covering letter (maximum 2 sides of A4) demonstrating your suitability to the role, directly addressing how you meet the stated Responsibilities, Skills, Knowledge, and Experience in the Job Description.
- Your CV
- Contact details of 2 referees, one of whom should be a current/last employer
- Completed Equal Opportunities form.

We are also accepting proposals in video / audio format and BSL – please send a film/audio file no longer than 15 minutes to [info@dadafest.co.uk](mailto:info@dadafest.co.uk), or send a link to the same address for us to download the file.

**Closing date: 4<sup>th</sup> September, 2025 at 12pm**

**Interviews: Held w/c 20<sup>th</sup> September**

## **Interview Process**

The process will include an interview by a panel of representatives from DaDa, presentations and an opportunity to meet Board members and staff of the company. We would like to recruit as soon as possible, and will advise on the interview dates once we have shortlisted.

Please indicate any additional access needs that this approach may raise.



The interview panel will be led by our Chair of Trustees and made up of other Trustees.

### **Data Protection**

As part of any recruitment process, DaDa collects and processes personal data relating to job applicants. DaDa is committed to being transparent about how it collects and uses data to meet its data protection obligations. Please read DaDaFest Privacy Notice for further information.

To carry out the recruitment process DaDa will share the personal data received from you in your application with the Executive Team and the shortlisting and interview panel.

DaDa is committed to building the diversity of its core team to be more representative of the communities it serves, and to increase opportunities for people who are currently underrepresented in our industry.

Successful applicants will be asked to present the relevant documents to demonstrate their eligibility to work in the UK.