

PRINCIPAL

Purpose of the Job

Responsible to the Trustees of *Adopt a Potter Ltd* Charitable Trust for managing the day-to-day business of Clay College Stoke and for the overall organisation and supervision of the teaching programme, its quality and effectiveness, in the successful running of:

- the 2-year full-time Diploma course
- masterclasses
- evening classes
- Easter and summer courses
- the gallery and exhibitions
- lectures and events
- any additional activities as required by the Trustees

Context

- Reporting to the Trustees of Adopt a Potter Ltd Charitable Trust
- Responsible for the successful running of the college
- Supervision of the administration, the financial reporting and the teaching programme
- Responsibility for 3 permanent members of staff: Course Director (p/t), Tutor (p/t), Gallery Assistant (p/t), and visiting teachers on temporary contracts and volunteers
- Key Relationships: the students of Clay College, the Trustees of Adopt a Potter Ltd, Middleport Pottery, UKHBPT

Need to do

- Manage the successful running of the college
- Recruit, train and develop staff through regular meetings, performance reviews and training, to provide a motivated and competent team
- Oversee the development, delivery and co-ordination of the curriculum of the full-time and part-time courses, including the selection and recruitment of external teachers
- Administer the finances of the college, ensuring that financial records are accurate and that financial procedures are maintained: monitoring all income and expenditure accounts, ensuring that management accounts are prepared accurately and in a timely fashion, and liaising with external auditors
- Identify suitable fundraising opportunities, prepare funding applications and reports, and develop fundraising ideas and events.
- Oversee the maintenance of tax documents and records and calculate and initiate tax payments in order to comply with tax authority requirements
- Ensure compliance with employment, charity and company law
- Ensure appropriate health and safety policies are in place and actioned
- Co-ordinate the daily management of the Prince of Wales studios, including developing and maintaining a good relationship with UKHBPT
- Oversee the development and maintenance of the content of the Clay College Stoke website
- Oversee the marketing and publicity of the College through social media, including the maintenance of the College's website and Facebook, Twitter and Instagram accounts

- Co-ordinate the accurate and expedient administration of all student applications and administer admissions, including issuing offer letters, processing admissions and the timely collection of fees.
- Oversee the selection of new students.
- Responsible for the maintenance of the student database and student website
- Organise and manage the contracted teachers, selected by the Course Director for the masterclasses, evening and weekend classes, as well as any volunteers and the student rota for the gallery
- Work with the Trustees to develop and a strategic vision and mission for the College, implement agreed projects and evaluate and measure performance.
- Co-ordinate the College campaign for accreditation and once achieved, maintain accreditation.
- Be the ambassador for the College and develop and maintain good relationships with all areas of Ceramics, from studio pottery to industry, both nationally and internationally. Promote the College to potential students, through attendance at promotional events and other relevant activities.
- Liaise between the Trustees and the College, providing clear and comprehensive monthly reports detailing all college activities and progress on projects and strategies, attending Trustee Meetings as required. Report any issues or concerns which may adversely affect the work of the college to the Trustees.

Need to know/be

Skills/Knowledge:

- Substantial financial management experience with an understanding of preparing, reviewing and presenting budgets, management and financial accounts and other financial information
- A proven track record in recruiting talent and actively developing people and teams
- Experience in researching and writing funding applications and/or organising fundraising events
- Experience of sales, marketing and promotion
- Budget management
- Organisational planning, development and maintenance of processes and systems
- Understanding of employment and health and safety law
- Commitment to, and understanding of, equality and diversity
- Excellent computer skills
- A background in the arts and crafts sector and/or ceramic sector knowledge (desirable)

Personal Qualities

- Highly developed interpersonal skills and leadership skills
- Outstanding communicator, able to communicate clearly and accurately, both orally and in writing, with students, the public, academic and support staff at all levels
- Analytical and capable of problem-solving
- Strategic thinker with a proven track record in successfully initiating and delivering results
- Flexible, able to respond to changing priorities and calm under pressure
- Able to work both alone and collaboratively as part of a team, and able to recognise when advice/input needs to be sought
- Self-motivated and independent decision maker
- Organised
- Able to work flexibly, including on occasional evenings and weekends

Experience:

At least 3 years of management experience, preferably within an arts organisation

This job description reflects the present requirements of the post, and as duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.