Coventry Artspace Operations Manager (Maternity)

Job Description: Operations Manager (Maternity) – Coventry Artspace

Job Title: Operations Manager (Maternity)
Reports to: Coventry CASTrustees
Responsible to: Coventry CASTrustees
Location: Coventry (with flexibility for some remote working)
Contract: Very part-time, fixed-term
Days / Hours: 35 days (7.5hrs/day)* between February and July 2026
Application Deadline: 5.00pm, 12th January 2026.
Interviews: In person and online 23rd January 2026
Latest start date: 2nd February 2026
Fee/Salary: £5,250 including VAT

Role Purpose
Coventry CAS(CAS) is looking to recruit maternity cover for the Coventry Artspace Operations Manager. The majority of this role will be the site management and financial administration of the artist studios and spaces at Eaton House. As the first point of contact, the Operations Manager (Maternity) will liaise with studio holders, as well as the landlord, external contractors and partner organisations.

An additional element to the role, funded by Coventry City Council's Resilience Fund, will be to provide administrative and coordination support for Coventry Artspace's business planning, in preparation for relocation from its current premises at Eaton House in Autumn 2026. The role will start in February 2026, in advance of the current Operations Manager taking Maternity Leave and will prioritise the delivery of Resilience Fund activities until April 2026, when the Operations Manager will start Maternity Leave. The Resilience Fund activities will be completed in May 2026.

The Operations Manager (Maternity) will coordinate the Resilience Fund activities and support an external Critical Friend who is facilitating the business planning process, starting with an Away Day in February. They will liaise with studioholders, the Artist Advisory Group and the Board of Trustees and will ensure that the ideas and information gathered through this process are captured and organised into a coherent Business Plan. They will manage the Resilience Fund project budget and monitor the expenditure against projected costs. The Operations Manager (Maternity) will support the funding reporting processes and gather data through the project as agreed with Trustees.

This is an ideal opportunity for a freelancer with initiative and strong organisational skills to support an organisation going through an exciting period of change. Applicants should have an interest in arts management, charity governance, or cultural project delivery.

Key Responsibilities

Job Duties

1.**Facilities Management**

- Create safe and suitable studio environments in Eaton House, in line with relevant legislation and maintaining or increasing current income levels
- Maintain systems that ensure the safety and security of the premises and the people in them.
- Monitor use of studios, ensuring that all studio holders have regard to the safety and wellbeing of themselves and others.
- Manage maintenance of the spaces by performing repairs or contracting maintenance services as required and forecasting future maintenance.
- Act as a key point of contact with the studioholders and coordinate removals of previous studioholders and arrivals of new ones.
- Monitor compliance with legislation for all events in the studios, ensuring all activity is in line with relevant risk assessments and terms of lease.
- Support the Board of Trustees to identify potential new premises and plan the relocation processes for CAS's equipment and furniture from Eaton House.

2. Coordination & Administration

- Liaise with studioholders and administrate the studioholder Whatsapp group, ensuring compliance with GDPR.
- Organise and minute the bi-monthly meetings of the Advisory Group and circulate the weekly Advisory Group email with new studio holder applications.
- Support the CASAdvisory Group to process applications for studios, liaising with applicants to implement AAG decisions
- To oversee membership of the AAG, supporting members in their role and ensuring a positive volunteering experience.
- Facilitate and attend meetings of the Board of Trustees including preparation of activity reports, agendas, minute taking, communication and room booking.
- Facilitate communication and occasional meetings between the Advisory Group and the Trustees
- Provide the Trustees with reports, data and information pertinent to the building management
- Support the programming and organisation of CAS's First Thursday meetings in collaboration with volunteers and studioholders.
- Represent CAS at partner organisation meetings e.g. Coventry Art Forum, as required by the Trustees.
- Support the planning and scheduling of meetings related to the Business Plan (e.g. trustee meetings, working groups, 1:1s with stakeholders), including circulation of agendas, papers and follow-up notes, and tracking actions arising from meetings.
- Maintain an up-to-date timeline and task list for the Business Plan process, flagging deadlines and dependencies.

3. Financial responsibilities

- Liaise with the Board of Trustees, Advisory Board and Company Secretary ensuring that there is robust confirmation of support for decisions and expenditure.
- Raise and submit invoices (eg for occasional room hire).
- Pay invoices, filing necessary documentation, raising queries and reporting any concerns to the Board of Trustees and Company Secretary.
- Keep studio holder fee payment and deposit records up-to-date.
- Monitor studio fee monthly payments and, liaising directly with studio holders where necessary and reporting promptly to the Board of Trustees and Company Secretary about any arrears or difficulties in paying.
- Take responsibility for petty cash, reporting to the Board of Trustees any discrepancies, ensuring details are kept updated in the petty cash spreadsheet
- Manage the expenditure of the Resilience Fund budget reporting to the Board of Trustees and Company Secretary of any issues and providing a final budget to be submitted with the final report to the funders.

4. Marketing/Communications

- Liaise with volunteer staff providing marketing support to ensure Coventry Artspace's news, activities and opportunities are communicated effectively on social media channels and website.
- Liaise with volunteer staff providing marketing support to monitor social media and website statistics and keep records for evaluation by the Board of Trustees.
- When time allows, use the CAS mailchimp account to prepare a newsletter about the organisation's news, activities and opportunities.
- Respond to all general email and telephone enquiries, referring to the Board of Trustees as appropriate.
- Support the implementation of website redesign and update by an external contractor as part Coventry Artspace's Resilience Fund project.
- Support the development of a digital strategy as part of Coventry Artspace's Business Plan, providing data on current activities and engagement.

5. Resilience Project Coordination

- Liaise with the project Critical Friend to provide research support, data and key contacts for the Business Plan development, in particular looking at relocation options and costs.
- Assist Critical Friend in consultation processes with staff, trustees, studioholders and other stakeholders.
- Liaise with studioholders to ensure engagement in the Business Planning process including payments of honoraria to attend Away Day and visits to other organisations.
- Attend and provide administrative support for CASAway Day including liaison with attendees, logistics, preparation of documents and note taking.
- Assist the Trustees in pulling together sections into a cohesive Business Plan document, proofreading and checking for consistency.

6. Project Management

- Liaise with Board of Trustees and Critical Friend to schedule the business planning processes with reference to Coventry Artspace's Resilience Fund project application
- Monitor delivery of activities against deadlines and keep Board of Trustees and Critical Friend informed of progress, flagging up any issues.
- Supervise the delivery of work of external staff ; website designer, Critical Friend, against contracts and schedules, keeping the Company Secretary updated on payments due.
- Agree with the Board of Trustees what project data should be collected and methodologies. Compile data for final reporting to Coventry City Council.
- Monitor Resilience Fund expenditure against projected costs and provide a final financial report for submission.

7. Performance management and payment

- Attend a minimum of monthly performance management meetings with a Trustee or Company Secretary to review goals, areas of challenge and any support needs.

- Provide timely monthly invoices for freelance services including a breakdown of where the time has been spent.Coventry CASwill endeavour to pay authorised invoices within 1 week.

Person Specification

Essential

- Strong project management skills, organisational and administrative skills, with the ability to manage multiple tasks and deadlines.
- Experience of financial record keeping and creating and working with project budgets.
- Confident using standard digital tools (e.g. Microsoft Office/Google Workspace – Word/Docs, Excel/Sheets, email, shared drives).
- Good written and verbal communication skills.
- Ability to work independently, take initiative within agreed parameters, and ask for clarification when needed.
- Ability to handle confidential information sensitively and professionally.
- Interest in the arts, culture or charity sector.

Desirable

- Experience of managing buildings or spaces and dealing with associated maintenance and other building management issues.
- Experience of business planning processes including stakeholder consultation and business research.
- Familiarity with writing and presenting basic financial information (e.g. budgets, income/expenditure summaries) and funding reports.

- Experience taking minutes or notes at meetings and translating them into clear, actionable summaries.
- Knowledge of Coventry CASand/or the Coventry visual arts ecology.

How to Apply

Please send Your CV, and a short statement (max 1–2 pages) outlining how you meet the person specification to lauryn@coventry-artspace.co.uk

You can send your response as a video file (no more than 5 minutes) or as an audio file (no more than 5 minutes).

Please complete the Equal Opportunities Form here. This is anonymous and will not affect your application. Completion of the form is voluntary and the 'prefer not to say' option is included.

The deadline for application is 5.00pm, 12th January 2026.

Interviews are scheduled for Friday 23rd January in person in Coventry or online.

If you would like an informal conversation about the role before applying, please contact lauryn@coventry-artspace.co.uk