



About Inspirate

Inspirate produces an array of cultural programmes engaging a broad spectrum of the South Asian diaspora; from young people's arts projects inspiring positive cultural connections and creative dialogue between diverse neighbourhoods, to wellbeing workshops supporting older adults in sheltered homes.

Our heritage programmes are re-claiming what it means to be South Asian in the UK, and our artist development opportunities are beginning to inspire a generation of socially-driven artists and cultural entrepreneurs. Inspirate has deepened its work with communities in Leicester and nationally across the UK since becoming a National Portfolio Organisation funded by Arts Council England.

Vision:

Inspirate exists to create a world where inclusion, diversity, and equity thrive - where care, creative freedom, realisation of ambition, and opportunity are accessible to all.

Mission:

We do this vital work through nurturing and platforming the evolution of contemporary South Asian arts, ensuring that South Asian artistry and talent is an integral and valued part of the arts and heritage sector, woven into the fabric of UK culture and the creative economy.

Through exploring the intertwined cultures of South Asia and the UK, we examine the ever shifting dialogue between heritage, roots, migration and intersecting identities. At the heart of our work is the creative alchemy, artistic richness and critical thinking that the diasporic experience inspires within artists and communities.

Our work is both a celebration of diverse arts and culture, and a provocation for reflective thinking, open conversation and action. Through sharing and developing our work locally, nationally and internationally, we create spaces for people across different communities to come together for collective cultural experiences.

Values:

Authenticity - We deeply respect people's identity and lived experiences, ensuring that everyone we work with feels valued, safe and listened to.

Innovation - We approach our work with a sense of possibility, fluidity and curiosity, developing creative spaces within which we can push boundaries, challenge our thinking, take risks, question and experiment.

Collaboration - We profoundly believe in the power of community, teamwork and collective action. We develop genuine partnerships which thrive on trust, honesty and shared exploration.



Ambition - We continually aspire to create high quality and meaningful cultural experiences that contribute towards positive social change within our local, national and global communities.

Growth - We create opportunities for collective and individual learning, investing carefully in the progression and development of our team, creative professionals, and communities we work with.

About the Role

The General Manager will play a vital role in ensuring the smooth operational, administrative, and governance functions of Inspirate. This position will work closely with the Executive Producer, Finance & HR Director, and Executive Director to manage day-to-day operations, organisational systems, and compliance with funder requirements.

The General Manager will lead on HR coordination, oversee multi-project budgets, and maintain effective organisational processes, ensuring that Inspirate's policies, safeguarding procedures, and evaluation systems are up to date and implemented consistently.

This is an exciting opportunity to be part of a dynamic organisation that champions contemporary South Asian arts and culture, supporting its mission to create inclusive and impactful cultural experiences.

Key Responsibilities

- **Finance:** Oversee and monitor multiple project budgets, working with the Executive Producer and Finance & HR Director to ensure accurate and up to date budgets.
- **Work Agreements / Contracts:** Oversee high-level administration including artist, supplier and partner contracts, working with project Producers.
- **Safeguarding:** Support safeguarding administration and potentially serve as the organisational Safeguarding Lead (training provided).
- **Operations:** Support event and festival operations management, ensuring smooth delivery of Inspirate's programmes and flagship festival.
- **Evaluation:** Support systems and processes for project evaluation, feeding into organisational reporting impact measurement.
- **KPIs & Data:** Ensure the Arts Council Illuminate framework is on track, maintaining accurate KPI tracking and data spreadsheets.



- **Policies:** Act as the organisational policy guardian, maintaining, updating and sharing best practice across the team.
- **Governance:** Take minutes at Investment Principles meetings, used for reporting to Arts Council Enband, and support the team in delivering key objectives.
- **HR:** Supporting the Finance & HR Director with processes and systems, as well as supporting recruitment and onboarding.

Essential Skills & Experience

- Strong organisational and administrative skills with the ability to manage multiple priorities.
- Proven experience in operations, project, or general management roles within the arts and culture, or charity sector.
- Experience overseeing budgets and financial processes in collaboration with finance colleagues.
- Understanding of HR processes including contracts, onboarding, and policy implementation.
- Understanding of safeguarding, GDPR, and equality, diversity and inclusion policies.
- Excellent communication and interpersonal skills, with the ability to work collaboratively across teams.
- Strong attention to detail, with the ability to maintain accurate records and meet deadlines.
- Confident using digital tools such as Microsoft Office, Google Workspace, and project management systems.
- Commitment to Inspirate's mission and values, and passion for inclusive and diverse arts and culture.



Desirable Skills

- Experience working with Arts Council England's funding frameworks and reporting tools (particularly Illuminate).
- Experience in event or festival operations management.
- Knowledge of evaluation methodologies and data management systems.
- Interest in developing long-term with the organisation as it continues to grow.

How To Apply

If you are interested in applying for this position, please email your CV and a Cover Letter (no more than two pages) to Jiten Anand on jiten@inspireate.org

Please tell us about your relevant experience, skills, knowledge and competencies, which you feel make you the best person for the role - give examples of things you have done to fulfil the essential and desirable criteria.

Job Title	General Manager
Salary	£32,000
Days	3 days per week
Position	Employed
Duration	February 2026 - March 2028
Location	Phoenix, Workspace 19, 4 Midland Street, Leicester, LE1 1TG
Deadline	Friday 28th November 2025

Successful candidates must be available to interview for the position in Leicester on Friday 5th December in Leicester.