

RADICAL ECOLOGY

JOB DESCRIPTION

Job Title: Studio & Operations Manager

Contract: Fixed term, 2 years

Salary: £32,980 pro rata (0.5 FTE)

Location: Studio-based (Webbers Yard, Dartington) – candidates must reside within 30 miles

Closing Date: 16 June 2025, 10am

About the Role

Radical Ecology is seeking a highly organised and values-aligned Studio & Operations Manager (SOM) to lead on the day-to-day running of the organisation. This is a vital role at the heart of our small, dynamic team — supporting both the internal health of the studio and the delivery of our wider creative and community work.

The SOM will be responsible for financial management, HR processes, organisational policies, and fundraising admin, as well as helping shape the programme alongside the Director. They will also prepare internal reports and documentation to support Radical Ecology's Advisory Board, which will meet quarterly to support the organisation's accountability and growth.

About Radical Ecology

Radical Ecology is an artist-led studio in Dartington, South Devon exploring the intersections of racial justice and environmental action through interventions that extend from participatory engagement with young people in the woods where we're based to rethinking the global model for climate economics with some of the world's leading climate scientists.

We believe that climate breakdown and racial inequity are inextricably connected and that these twin crises as well as our collective failure to address them are best understood as outcomes of inherited cultures that have been hundreds if not thousands of years in the making. We see culture as the force that brings us together. It's the space through which we create meaning in the world and choose to do more of the same or else shape new worlds.

The ambition to create something new that is sustainable and just – a house for climate justice, no less - drives all our outputs which are also always forms of participatory action – from the production of films and exhibitions, to the development and delivery of research and policy frameworks, to the engagement of young people and marginalised people with art, music and nature across the landscapes of southwest England which feed so much of what we do. We thrive on the interactions that connect these diverse planes of our activity. We believe that Radical Ecology is a way of being in the world through which we realise the life of the planet in ourselves, whoever and wherever we are.

Key Responsibilities

1. Operations & Organisational Management

- Oversee budgeting, financial tracking and reporting (in collaboration with our external accountant)
- Lead on HR systems including contracts, payroll, recruitment and compliance
- Maintain up-to-date internal policies (including safeguarding, wellbeing, environmental sustainability and anti-racism)
- Maintain legal, insurance, health & safety, and governance records in good order
- Prepare quarterly organisational reports for the Advisory Board, including programme summaries, financial overviews, and policy updates

2. Fundraising & Finance

- Support funding applications (e.g. budgets, timelines, supporting materials)
- Monitor grant conditions and help compile evaluation reports for funders

3. Studio & Team Coordination

- Oversee day-to-day functioning of the studio space (Webbers Yard) including supplies, maintenance, scheduling, and access
- Lead on internal coordination and studio culture – ensuring clarity of scheduling, communications, and expectations
- Line-manage the Studio Assistant and support their apprenticeship development
- Ensure Radical Ecology's workplace reflects its commitments to care, accessibility and environmental ethics

4. Programme Delivery

- Work with the Director to deliver a weekly studio programme
- Support the planning and delivery of Radical Ecology's two-year public programme in collaboration with the Director and the wider team
- Liaise with external collaborators and venues as needed for events and projects

Person Specification

Essential

- Demonstrated commitment to anti-racism and to equitable, inclusive organisational practices
- Proven experience managing operations, finance, or HR in a cultural or non-profit setting
- Strong organisational and administrative skills, with close attention to detail
- Experience working with budgeting tools, bookkeeping, and funding reports
- Excellent interpersonal and communication skills
- A clear communicator, able to write reports and keep others informed
- Comfortable working part-time in a small team with shared values
- Interest in supporting or developing public or cultural programmes

Desirable

- Experience managing operations, finance, or HR in an organisation with an annual turnover of £100K or more
- Familiarity with the arts, environmental or community sectors
- Experience supporting fundraising or funder relationships
- Experience managing small teams or mentoring junior staff

How to Apply

Please submit the following documents and information by using [this link](#) before the closing date of **16 June 2025, 10am**:

- A cover letter (pdf format) of no more than two A4 sides, indicating how you meet the person specification
- A CV (pdf format) of no more than 2 sides of A4
- Contact details of 2 referees (name, connection to you, e-mail address and phone number)

Once you have submitted your response you will also be invited to complete an Equality and Diversity Monitoring Form.

We aim to notify shortlisted applicants by the end of June and to conduct interviews in mid-July.

For more information, visit: www.radicalecology.earth