

Photoworks are looking for a Deputy Director

About Photoworks

Photoworks champions photography for everyone. We are an international platform, global in reach, and have provided opportunities for artists and audiences since 1995. We do not have a physical venue, but our online channels are always open. Our programme brings new experiences to audiences and opens up new ways to encounter photography.

Photoworks is a registered charity and the only organisation with a national remit for photography in England. Our work is supported by public funding through Arts Council England's National Portfolio.

Photoworks is led by Shoair Mavlian, Director, who joined Photoworks from Tate Modern in early 2018. Since then we've been working to extend our reach both in the UK and internationally; build new networks; start a Patrons group; and position the organisation for major partnerships and earned income. We marked our 25th anniversary in 2020 and rebranded the organisation and website.

As a non-venue-based organisation, we partner with museums and galleries across the world to deliver our programmes. Our team of eight full-time and part-time staff, supported by freelancers, is based in a contemporary and creative office in Brighton however like everyone else, we are currently working remotely and have adapted well to flexible working.

About the role, Deputy Director

This post is an exciting opportunity to work with the Director to lead Photoworks in our next chapter, playing a key part in delivering the organisation's ambitious plans for the future. You will work alongside the Director in leading the organisation to achieve our mission and vision and to deliver our artistic programme.

Fundraising and business development is a central part of this role. We raise income to fund our programme through Trusts & Foundations, sponsorship, individual giving, membership and our online shop.

Key among your early projects will be developing and implementing a strategy for Trust & Foundation fundraising. You will also work with the director to develop the organisation's next business plan in the lead up to the upcoming round of Arts Council England National Portfolio Organisation (NPO) funding.

About you

You'll be an enthusiastic and inspiring leader with a passion for visual art/photography. You may have worked in the arts sector previously, or perhaps you're in the commercial sector and want a new challenge.

If you don't tick all the boxes in this job description but are interested in the role then please still do apply. If you're willing to get stuck in and learn about areas you are less familiar with, we will do all we can to support your development in the role.

If you would like to request further information about the organisation or to arrange an informal phone call about the role with Shoair please contact raquel@photoworks.org.uk.

Job Description

| | |
|----------------|---|
| Job title: | Deputy Director |
| Position: | Full-time* *We anticipate that the role will require full-time hours but will consider trialling alternative arrangements, should they seem viable. |
| Working hours: | Our standard working hours are between 08.00 and 18.00 (a total eight-hour working day with one hour lunch). Occasionally, evening and weekend working will be required (by prior agreement). |
| Location: | Photoworks office, Brighton, and remote working. |
| Line manager: | Director |
| Salary: | £35,000-£38,000 per annum pro-rata, depending on experience |
| Pension: | Employees are entitled to a company pension. |
| Annual leave: | 20 days plus Bank Holidays (pro-rata) and Christmas closure (office closes on 24 December and reopens on the first working day of the new year). |
| Contract type: | Fixed-term (two years followed by review). The contract includes a six-month probationary period. |

Purpose of the role

We are seeking an enthusiastic and inspiring leader to join our team. Working closely with the Director, you will help lead the organisation to achieve our mission and vision and deliver our artistic programme.

As Deputy Director you will be responsible for all aspects of business development and operational management. You will oversee fundraising, finance, HR, policy and operations, ensuring the organisation maintains stability and runs smoothly. You will be enthusiastic and flexible in your approach, with a desire to drive and grow revenue streams including fundraising from trusts and foundations, individual giving, membership, and sponsorship. As a spokesperson for the organisation you will help build Photoworks' network and develop national and international partnerships and brand awareness.

Main responsibilities

Fundraising, business development and income generation

- Develop and implement a fundraising strategy for Trust & foundation fundraising.
- Lead on Trust & Foundation bid writing.
- Oversee and support individual giving and sponsorship.
- Oversee commercial business development including membership, shop and product development.
- Manage administration with Art Council England including quarterly and annual reporting.
- Develop and nurture relationships with national and international partners in the cultural sector, and with other stakeholders and funders.

Finance

- Develop and manage the annual budget (with the Director) and maintain a robust overview of the organisation's financial position at all times.
- Oversee the preparation of the quarterly management accounts (with the accountant and Assistant Curator).
- Manage quarterly financial reporting to the Board of Trustees.
- Oversee monthly payroll, annual audit and Gift Aid returns .
- Ensure strong financial management systems are in place and regularly monitored for effectiveness .

HR, Policy and Organisational management

- Manage internal policies including Health & Safety, Risk Management, Equal Opportunities, DDA, Safeguarding, Insurances, Employment and Licensing.
- Manage contractual agreements between Photoworks and our partners.
- Recruit and develop staff and freelancers to ensure they carry out their areas of responsibility effectively and work in a mutually supportive environment (with the HR consultant).
- Line manage part of the team and performance manage if needed.
- Oversee compliance with Companies House regulations and Charity Commission, auditors, accountants and bookkeeping.

Direction and strategy

- Alongside the Director you will help develop the next NPO business plan and long-term strategy for the organisation.

- Oversee evaluation, data collection and analysis to feed into audience development and business strategy.
- Represent Photoworks at local, national and international networks.
- Represent Photoworks publicly and uphold our organisational values and ethos.
- Deputise for the Director as required.
- Carry out other duties commensurate with the job role.

Competencies

Knowledge and experience

- Experience in a relevant senior role or the desire to step into a senior role
- Proven track record in fundraising, ideally Trust & Foundation bid writing
- Good business acumen and the ability to manage day-to-day operational and financial functions of the organisation.
- Evidence of sound financial acumen and commercial awareness.
- Experience of performance monitoring against agreed targets.
- Understanding of compliance and legal requirements in relation to publicly funded bodies and public funding landscape.
- Excellent decision making skills, taking into account both internal and external contexts.
- Ability to develop operational, development and financial strategies and policies and implement successfully through project management.
- Experience in managing people, teams and contractors.
- Confident at speaking in public, with the ability to present arguments and ideas persuasively to gain support and influence situations.
- Excellent written English.
- Ability to objectively manage and mitigate risk.

Knowledge and experience (desirable)

- Experience in trust & foundation bid writing for amounts over 50k.
- Knowledge of and interest in history of photography/history of art, contemporary photography and cultural trends.

Attributes and personal qualities

- Flexible approach to working and ability to work and respond effectively under pressure.
- Willingness and enthusiasm to develop new areas of income.
- Team player and demonstrable success in leading people.
- Comfortable managing relationships with sponsors, patrons and range of external partners and stakeholders.
- Capacity to reshape ideas in response to changing funding opportunities and external pressure.
- Strategic and creative thinker, flexible and open to new ways of working.
- Excellent attention to detail.
- Passion for communicating with and inspiring colleagues, audiences, communities and partners.
- A commitment to, and understanding of, the principles of diversity and representation, combined with how to apply them to everything you do at work.
- Interest in working at Photoworks.

Photoworks strives to be an organisation that represents a broad range of experiences and perspectives. We are particularly interested to hear from candidates who are underrepresented in our sector, including those from minority ethnic backgrounds and with disabilities. We also encourage candidates from a range of backgrounds and disciplines, including those from outside the arts/charity sector, to apply for the role.

How to apply

To apply, please email your CV and a cover letter (no more than two pages) outlining how you meet the criteria for the role. Candidates must also complete our anonymous monitoring form. Deadline for applications is 9am Monday 15 February 2021. Application should be emailed to raquel@photoworks.org.uk

If you would like to request any further information or to arrange an informal phone call about the role with Shoair Mavlian, Director please contact raquel@photoworks.org.uk

Key dates

Deadline for applications: 9am Monday 15 February 2021

Interview: Tuesday 23 February