

Head of Development & External Relations (Parental Leave Cover) Recruitment Pack

For access queries, including any alternative formats, or if you have any difficulty completing the online form, please call 020 7247 5102 or email access@artsadmin.co.uk.

Please find enclosed information on the role of Head of Development & External Relations (Parental Leave Cover) at Artsadmin. To apply you will need to complete our online application form.

To apply go to <https://www.artsadmin.co.uk/about/jobs>

Deadline for applications: 12 noon, Monday 13 June

Interviews will take place on Monday 20 June and second interviews in the w/c 27 June.

Please refer to the Head of Development & External Relations job description and person specification in your application.

This application pack contains:

- Applicant guidance notes (p.2)
- About us (p.3)
- Our recruitment approach (p.4)
- Job description (p.6)
- Person Specification (p.9)

Thank you for your interest in Artsadmin.

Kind regards,

Róise Goan and Ben Cooper-Melchioris
Artistic Director and Executive Director

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VAT REGISTRATION NUMBER: 657086117. REGISTERED IN THE UK NUMBER: 2979487. REGISTERED CHARITY NUMBER: 1044645

**ARTS
ADMIN**



HEAD OF DEVELOPMENT & EXTERNAL RELATIONS (PARENTAL LEAVE COVER) APPLICATION GUIDANCE NOTES

Please follow the checklist below to ensure you fully complete your application.

What?	Why?	Completed?
Read Guidance Notes	To ensure you send the best application you can, so you're more likely to be shortlisted.	
Research Artsadmin	This will tell you about who we are and the work we do: artsadmin.co.uk	
Read the Job Description	This explains the key activities of the role. You need to be sure that you have the potential to fulfil the activities outlined, and are interested in the full range of the role. It will also detail the areas of expertise you should highlight your experience of in your application form.	
Read the Person Specification	These illustrate the minimum requirements for the role. It is important that you clearly demonstrate these in your application. The desirable requirements are indicative of potential specialities that are good to reference but not essential.	
Complete the application form	<p>Please complete all sections as fully as possible. Remember to include all relevant experience including voluntary work, placements etc along with paid employment.</p> <p>The online application form can be found at apply.artsadmin.co.uk</p> <p>Complete the Equal Opportunities Monitoring form, which is anonymised and separate to your application form.</p>	
Submit your application	<p>You will receive a confirmation email. If you have any difficulties with your online application, contact us 020 7247 5102 or email admin@artsadmin.co.uk</p> <p>Deadline: 12 noon, Monday 13 June. We cannot accept applications after this time.</p>	

ABOUT ARTSADMIN

Artsadmin creates the conditions for art to explore the spaces in-between.

Our work and projects explore the areas between social and environmental justice, the hyper-local and the international.

VALUES-DRIVEN

Artsadmin works with artists, communities and collaborators in the development of creative work and conversations. Ensuring the success of these requires us to be led by our values, and to live them across everything we do.

We **nurture vision** from artists at all stages of their careers, with care and support

We **take action** to make projects happen locally, nationally and internationally with creativity and ambition

We **cultivate connection**, with and in-between artists, communities, programming partners and funders with generosity and humility

We are actively interested in **progressing equity**, in the projects we produce and the ways we work with commitment and empathy.

WHAT WE DO

We are a collaborative partner, working with artists as they explore and develop new projects, contexts and ways of working. Everything we do is part of a unique curated artistic programme, from one-off hour-long creative support sessions at our east London home Toynbee Studios to multi-year global partnership platforms.

HOW WE DO IT

Everything we do is project-based. Some are artist-led, and some are conceived and led by Artsadmin. We work to develop and produce these projects and, with venue and festival partners, bring them to audiences locally and globally. At its heart, our work is about collaborating with artists so their projects find the right context, partners and support.

We champion projects that speak to the 'here and now' really clearly, where artists are asking questions that feel urgent and essential. We value projects that align with our long-standing insistence that the arts have something to say about the climate emergency and social injustice. We are drawn to projects with an intuitive and rigorous enquiry rather than those making statements about the way the world is or should be.

The work we produce is neither defined or confined by any one particular artform. We produce creative, risk-taking projects that connect with the DNA of Artsadmin and the post-punk political context in which it was founded in 1979.

OUR PROGRAMME

We work across 5 main areas:

Projects — We curate, develop and produce works with artists that connect with audiences locally, nationally and internationally

Platforms — We develop and deliver ongoing series and multi annual programmes, often in partnership, that progress our artistic agenda and drive important conversations.

Portals — We make space to share knowledge, expertise and insight to further ways in and ways forward in our sector for artists and arts-workers.

Pilots — We enquire, explore and innovate to address gaps in our field of enquiry, and find new models, ways of working and tools that push these forward,

Place — Artsadmin's home is Toynbee Studios in the heart of Tower Hamlets; a creative ecosystem that houses other arts organisations, provides accessible studio hire, and a welcoming, creative canteen. We use our spaces to deepen understanding, engagement and relationships in our hyperlocality through our engagement and public programmes.

Our Team

We are a friendly team comprising around 30 people where everyone's contribution is valued. However, we acknowledge both that Artsadmin is currently a majority white organisation and our need to become an organisation that reflects the diversity of the country around us. As a result, we have developed and are currently writing new stretch milestones in our [anti-racist strategy](#) as part of a commitment and ongoing process to create a diverse and inclusive workplace.

Our Recruitment Approach

Proposals for flexi-working, job sharing and part-remote working are welcome and considered openly.

We are particularly interested in hearing from people who are underrepresented in the sector, such as those who identify as D/deaf and/or disabled, those from low socio-economic backgrounds, people of African or Caribbean heritage, South Asian heritage, East Asian heritage, West Asian heritage, Central Asian heritage, South East Asian heritage, people of Middle East and North African heritage* and those who have experienced racism. By the term 'those who have experienced racism', we are referring to individuals who have experienced discrimination based on the colour of their skin, race and/or their culture. [*#BAMEOver – A Statement for the UK, Sept 2020](#)

For the recruitment of this role we are committed to ensuring that there is:

- At least one person of colour on the interview panel
- Interviews guaranteed for those who identify from the Global Majority** and meet our minimum essential criteria in the person specification.
- A chance to meet some of the team at interview stage to give insight into the organisational culture, as well as a chance to ask questions outside the interview

And that, once in role, any successful candidate who identifies as part of the Global Majority will have access to an external coach or mentor to provide support for working in a majority-white team during their first year at Artsadmin.

**In using the term 'Global Majority' we refer to people who identify as Black, Asian, Brown, dual-heritage, indigenous to the global south, and or have been racialised as 'ethnic minorities'.

If you have any questions, please email admin@artsadmin.co.uk. This email account is regularly checked.

If you would like an informal, confidential conversation about the role, please contact Katie Haines on katie@artsadmin.co.uk / 020 7247 5102.

Professional Development

We are committed to multiple forms of bespoke professional development, network building and invest in training. As a senior manager, this role will work directly with the Artistic Director, the Executive Director, our producers, the Chair, and trustees to develop our programme outcomes and organisational development priorities.

Head of Development & External Relations (Parental Leave Cover)

Job Description

Responsible to:	Artistic and Executive Directors
Salary:	£40,000 pa
Type of contract:	Full time, fixed term contract for one year
Hours of work:	10am-6pm, Monday-Friday. No overtime will be paid, but time off in lieu can be taken for additional hours assigned by a department head or Director. Hybrid remote working will be possible in alignment with Artsadmin's Remote Working Policy.
Holidays:	20 days, plus eight public holidays. Artsadmin currently operates a two-week, discretionary closure over Christmas and New Year in addition to staff leave entitlement.
Probation Period:	Three months
Notice Period:	Three months

Benefits (post probation):

- 4% employer pension contributions, 1% above statutory minimum
- Sick pay and income protection scheme
- Cycle to Work Scheme
- Travel card / Season ticket loan
- Health scheme, reimbursing medical costs including eye tests and glasses
- Life Insurance scheme, at four times annual salary
- Enhanced Maternity, Adoption and Shared Parental Leave Policy
- Additional holiday and childcare benefits for length of service

Purpose of the Post:

- **Devise and own the charity's fundraising strategy, ensuring the multi-year resilience of its fundraising function.**
- **Advise on the strategic development of external relations that support this strategy.**
- **Advise on the strategic development of the communications strategy delivered by the Communications Manager and marketing team.**

Context

The Head of Development & External Relations (Parental Leave Cover) will join the organisation at an exciting moment of implementing a refreshed fundraising strategy, organisational communications approach and rebrand. This leadership role will work closely with the Directors to drive the charity's development initiatives, be an active member of the Senior Management Team (SMT) and oversee the Marketing & Development department.

They will embed a refreshed strategy, story of change, case for support and strategic communications to develop relationships and secure investment in the organisation. The role will

line manage the Communications Manager and supervise 60% of the work programme of the Development & Marketing Assistant.

Duties include:

Strategy, Planning, Evaluation and Reporting

- Deliver Artsadmin's fundraising strategy in consultation with the Directors, trustees, staff, key stakeholders, and consultants, as needed, to reach our annual fundraising target
- Undertake prospect research, including mobilising the groups above as needed
- Establish and maintain a fundraising pipeline as a management and reporting tool alongside the Directors and trustees, aligning and tracking the feasibility of the charity's fundraising targets, prospects, programme outcomes, relationship cultivation, and subsequent fundraising applications, tenders or asks
- Provide regular and accurate reports on progress to the Directors and the Board
- Coordinate the delivery of accurate and informative annual reports for funders and stakeholders

Development

- Take responsibility for the annual fundraising target developed with the Executive Director
- Maintain case for support documents for Artsadmin's core activity and programmes
- Maintain and implement the story of change for Artsadmin's mission, vision and activity as well as specific programmes where needed
- Cultivate prospects and nurture relationships with funders on behalf of Artsadmin, in particular trusts and foundations, local authorities, individuals and corporate supporters
- Oversee the Development & Marketing Assistant's prospect research, especially trust, foundation, local authority and corporate application opportunities
- Lead and write major applications
- Consult and support the Development & Marketing Assistant to write small applications
- Mobilise trustees, Directors and other close relationships in prospect identification and cultivation on a short term and long-range basis, as well as encourage trustee engagement in campaign support and donating directly to the charity
- Coordinate the Board Development Committee
- Manage the planning and delivery of creative, engaging and inclusive fundraising campaigns and events
- Delegate and oversee fundraising record keeping, data protection and finance coordination
- Oversee the development and delegate the delivery of Artsadmin's stewardship programme for individual donors and corporate sponsors
- Ensure funders are credited appropriately across communication platforms
- Ensure all fundraising activity aligns with and upholds Artsadmin's Ethical Fundraising Policy, Anti-racism, Access and Inclusion policies

External Relations, Communications, Identity and Profile

- Support the Communications Manager in communications strategy development, particularly with a view to supporting institutional marketing, brand profile, and fundraising objectives
- Ensure Artsadmin's brand is strongly aligned with fundraising strategy

- Support the development of Artsadmin's reputation, positioning and brand in London, nationally and internationally
- Work with the Communications Manager to embed fundraising across communications platforms and raise awareness of Artsadmin's charitable status and case for support
- Advise on the strategic development of Artsadmin's CRM KIWI that is led by the Communications Manager and Head of Operations

Finance

- Manage the fundraising budget, ensuring value for money, cost control and return on investment
- Manage a quarterly financial reconciliation of progress on the overall fundraising pipeline against the income targets in the management accounts, with the Executive Director and Head of Finance

Personnel

- Line manage the Communications Manager and support the work programme planning of the Development & Marketing Assistant

General

- As part of SMT, take an active role in the development and implementation of organisation-wide activity plans, strategies, policies, procedures, budgets and communication
- Regularly attend Artsadmin events and activities both within the building and elsewhere, and take an active interest in viewing work
- Provide a flexible approach and undertake to the best of your abilities any other reasonable duties requested by Artsadmin in or around the general scope of this job description.

Person Specification

Essential skills and experience:

- At least 2 years of experience in a fundraising or income-generation role within an arts, culture, education, social enterprise or non-profit setting
- Evidence of devising and delivering successful fundraising campaigns across at least 3 income streams: trusts and foundations, corporate partnerships, individual giving, public funds, cultural partners or embassies
- Experience in cultivating and providing stewardship of funding relationships
- Excellent copywriting, editing and proofing skills
- A high degree of IT literacy
- Experience of managing budgets

Essential competencies and aptitude

- Awareness of and commitment to anti-racism and access and inclusion policies
- An open and diplomatic communicator
- Ability to tell compelling stories that reveal medium and long-term outcomes
- Thorough and accurate, with a keen eye for detail
- Proven interest in the work that Artsadmin creates and supports

Desirable skills, experience, competencies, and aptitude

- Experience in mobilising trustees, senior managers and key stakeholders to develop funding relationships and applications
- Experience in managing local authority or public tenders
- Experience in individual giving and delivering impactful fundraising campaigns
- Experience of line managing and developing staff