

Peckham Platform

PECKHAM PLATFORM DEPUTY DIRECTOR

ROLE DESCRIPTION

Job Title: Deputy Director

Salary: £35,000 pro rata at 4 days per week

Accountable to: CEO Artistic Director

Location: Studio B4Q Bussey
Building Copeland Park 133 Copeland
Road Peckham London SE15 3SN

Purpose of Role:

This is an exciting opportunity for an ambitious senior arts-professional to take a leadership role in an influential arts organisation at a time of significant growth. Underpinning and supporting the vision of the CEO/Artistic Director Emily Druiff, the role is key to ensuring the future resilience of Peckham Platform as it prepares to move into a new purpose built gallery on Peckham Square.

The post holder will be a business minded professional with experience in fundraising across a range of sources; committed to furthering the organisation's stability and growth, working to support the artistic vision to create positive change through meaningful social art. They will have proven leadership experience and be in their element implementing new and effective systems for income generation, managing earned income streams and capital development, monitoring finances, managing people and overseeing budgets.

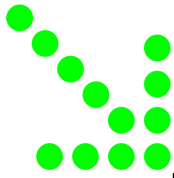
Accountabilities

Organisation Development

- Leads on and delivers the Peckham Platform business plan on a yearly basis for submission to Arts Council England.
- Ensure systematic approach to improve organisational effectiveness; aligning strategy, people and process during this time of significant growth and change.
- Create an inclusive culture within the organisation, empowering all staff to contribute towards income generation and high performance.
- Oversee and manage the capital build and project managing the relocation to a new permanent building.

Finance

- Oversees the finances, monitors and controls budgets for individual projects and annual and three-year forecasts, produces quarterly management accounts and yearly financial statements including the Charity Commission and Companies House reports.
- Manages cash-flow statements and forecasts, HMRC payments, salaries, payment of invoices and expenses, credit control, banking, sales invoices, donor programme and Gift Aid.



Peckham Platform

- Liaises with the all funders including Arts Council England ensuring all reporting requirements are met and payments received.

Fundraising

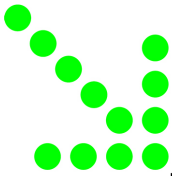
- Leads on, develops and delivers the Capital Campaign for the new gallery including relationships with Trusts and Foundations, individuals and corporate sponsors.
- Leads on, develops and delivers funding for the Artistic Programme and the strategic development of the organization; writing and managing applications to Trusts and Foundations, public bodies and individual donors, and developing new revenue streams.
- Manages the organisation's relationship with Arts Council England, including drafting and negotiating the gallery's NPO funding agreement, funding reports, including the annual Arts Council England NPO Survey, ensuring that all funding conditions are met and that we deliver their strategic priorities.
- Develops strategies to increase earned income when we move into the new gallery, including gallery hires, edition sales, ticket sales and FOH sales.

Governance & Management

- Works closely with the Artistic Director and Board of Trustees to communicate the strategic aims of the organization, supporting and administrating Board meetings.
- Manages stakeholder relationships especially with Southwark Council.
- Oversees daily management, supporting the professional development and training of the Peckham Platform team and recruitment procedures and induction of new staff.
- Manages the strategic development of Peckham Platform's public communications including the development of the Audience Development Strategy
- Ensuring all policy documents are thorough and up to date.

Skills, Knowledge and Experience

- Minimum 5 years in an arts organisation as a senior arts professional or development director, or similar.
- Extensive experience of development and fundraising in the arts and of capital fundraising
- Financial management skills, experience of setting and monitoring budgets.
- Supportive and confident leadership and management skills: Ability to multi-task, delegate and prioritise and to objectively evaluate, analyse and scrutinize information relating to the charity.
- A keen interest, knowledge and awareness of the work of Peckham Platform and empathy with our vision, mission and values.
- Excellent verbal and written communications, networking and interpersonal skills
- Ability to work co-operatively and collaboratively with other Trustees and staff.



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- Knowledge of marketing and audience development in the arts.
- An understanding of our local communities and of the social, economic and political challenges facing Peckham and Southwark.
- An understanding of policies and procedures.
- Commitment to diversity and equality.

How to apply

To apply to become Deputy Director for Peckham Platform, please forward a comprehensive up-to-date CV together with a supporting statement explaining how your skills and experience match the requirements of the role to: recruitment@peckhamplatform.com. Applications can also be posted to: Peckham Platform, Studio B4Q, Bussey Building, Copeland Park, 133 Copeland Road, Peckham, London SE15 3SN. Email is preferred.

Please also provide the names, positions, organisations and telephone contact numbers of two referees. References will only be taken once your express permission has been granted.

You are also invited to complete and return the enclosed diversity monitoring form. The information on the form will be treated as confidential, and used for statistical purposes. The form will not be treated as part of the application.

Closing Date: 5pm on 2 April 2018.

Interview Date: TBC w/c 16 April 2018.