



# Deputy Director

Job description, March 2024

[www.metrolandcultures.com](http://www.metrolandcultures.com)

# Deputy Director

## Overview

<b>Reports to</b>	Director
<b>Reports</b>	Programme Coordinator: Studios and Residencies. This role will also manage freelance support from the Finance Manager and the bookkeeping service.
<b>Hours</b>	22.5 hours per week or 3 days per week with some additional time needed to cover events and offsite activities. (Hours can be worked flexibly)
<b>Salary</b>	£27,000 per annum (£45,000 full-time equivalent)
<b>Contract Type</b>	Permanent

## About the role

The Deputy Director is a key leadership role at Metroland Cultures. The role will lead and implement Metroland's financial strategy and oversee day to day operational model as set by the Director. The postholder will work closely with the Director to build a fundraising strategy to identify and secure development and partnership opportunities that enable the organisation to achieve its income and partnership targets in line with its business plan. It will ensure the organisation's timeline and milestones for delivery are met. It will manage partners and funders and will lead on policy implementation, including HR, across the organisation.

## About Metroland Cultures

Metroland Cultures is an arts charity based in and serving the London Borough of Brent.

**Vision:** Brent is known globally for its arts and culture, and its people and communities are recognised and celebrated for shaping it.

**Mission:** to build, share and support art and culture in Brent: supporting communities to amplify stories of Brent life, and working with artists to tell new stories.

Four building blocks inform our approach:

1. **We start with Brent people and celebrate what's already here.** Our work is grounded in the stories, needs and histories of people. We listen, learn and act with our community. A big part of Brent cultural life is people doing it for themselves. We find ways to support people who are doing this.
2. **We connect artists with communities.** We bring artists and grassroots organisations together, to hold conversations about what the borough needs, and use art to make it happen.
3. **We stand for social justice.** We make space for difficult conversations, and work towards dismantling inequality anywhere we find it including at Metroland. We want everyone to be able to access the culture we make.
4. **We're on the side of the future.** Brent has one of the youngest populations in London so our work has to equip young people with the skills and confidence that they have the right to make art and culture.

Our intention is for our programme to sit at the intersection of art and community, testing and pioneering new approaches that centre partnerships, strategies and approaches for community and artist collaboration. We do this through the Brent Biennial, a young people's programme, and an artist development programme. At the heart of everything is a culture of learning, development, and transparency with our constituencies.

## Core Duties and Responsibilities

### Strategy and Leadership

- Implement Metroland's business plan to ensure the organisation delivers work that realises its vision and mission to the highest standards. This will include formulating, developing, and managing all aspects of the delivery model, and providing regular updates at meetings of Metroland's Trustee Board, alongside the Director.
- Take Responsibility for the fundraising plan and ensure the organisation meets its targets. This will include leading the team to work collaboratively on bids and approaches.
- Take responsibility for the organisation's timeline, ensuring programme delivery to scope, budget, and deadline and that all operations remain sustainable. The role will be responsible for developing and working with our existing project management system across the organisation.
- To ensure legal compliance and financial stability and that the risk management strategy is regularly monitored via a risk register and reported to the Board.
- Implement policies and practices that grow Metroland's reputation for commissioning and/or co-producing with artists from diverse backgrounds that are representative of local populations. Ensure that standard contract templates, supplier agreements and procurement processes and procedures are in line with best practice.

### Board and Governance

- Build on constructive relationships with all stakeholders including Brent Council, Arts Council England and other major funders and external partners. This includes following up on meetings with the Director to produce regular reports, updates and proposals where necessary.
- Establish the systems, structures and procedures for the staff team to implement strategy and policy set by the Director.
- To report to the Board on Finance and Fundraising on a quarterly basis.

- To proactively work with the Director to identify any skills gaps within the team and lead on the recruitment of all new team members.
- Undertake any other duties as reasonably required by the Director

## **Fundraising**

- Lead on fundraising for Metroland Cultures, establishing a mixed economy model by identifying opportunities for generating income, securing grants from Arts Council England (ACE), other public funders and private donors, and building strategic partnerships that bring in further support, including in-kind.
- Identify strategic fundraising opportunities through cultivating partnerships for consortium working, by being alive to opportunities for partnership or consortium working that could benefit Metroland Cultures and its partners.
- Manage the fundraising timeline and pipeline and ensure funding is received in a timely manor to able to deliver our programmes.
- Manage the Fundraising Freelancer to develop major bids to Trusts and Foundations.
- Maintain, expand, and develop a strong funding base across corporate, trusts and foundations, statutory, liveries and guilds, and individual sources.
- Follow up on Director meetings and introductions with potential funders with proposal and pitches and applications where necessary.
- Support the Director and Board to execute any strategic cultivation events, activities, or campaigns.
- Ensure Ethical Fundraising policies are delivered and adhered to in all applications
- Ensure the terms of funding agreements are known and understood by all staff and that a clear process is in place to ensure funding obligations are met and monitored.
- Take responsibility for writing regular reports to funders, ensuring they are invited to Metroland's programming and that a strong relationship with our funders is established.
- Ensure clear monitoring and evaluation processes are in place including key data on deliverables, quotes, and case studies so that the reporting requirements of funders can be met.
- Develop a strong knowledge base of Brent and London health, social, education, cultural and economic policy drivers to identify commissioning opportunities that Metroland can respond to, and work that into a development and partnership plan in agreement with the Director.

## **Finance**

- Report to the Director on the organisation's financial health, ensuring the business plan is delivered, and any overspend or underspend is monitored and managed in consultation with the Director.
- Manage the Finance Manager (out of house service) to ensure financial reporting is accurate, forecasting is overseen, and cash flow is monitored.
- Report to the Finance Committee on a quarterly basis and as required, overseeing the Finance Manager to produce accurate Management Accounts, Cashflow Forecasts, and organisational budgets.
- Ensure all funding is monitored, spent, and tracked according to the terms of the funding agreement.
- Work with the Director and Finance Manager to monitor Metroland's annual budgets and distribute them to the team through budget templates, deadlines and internal procedures.
- Support the Programme Curator, Digital Content Curator and Studios Coordinator to ensure that budgets are delegated and monitored.
- Ensure team compliance to budgetary controls and delegated authority thresholds are met and monitored.
- Oversee the Audit process, gathering information with the Finance Manager and bookkeeper.
- Prepare fundraising progress reports for the Director and Board.

## **Human Resources**

- Reporting to the Director, ensure personnel needs are met and capacity is reviewed, assessed, and propose where additional support may be needed.
- Support the Director to ensure the organisation's personnel operations and staff management practices are best in class and contribute to a harmonious and effective environment for staff, Board, partners and beneficiaries to carry out their roles ,and help everyone to meet the organisational and personal development goals.
- Oversee all recruitment and induction processes for the organisation.
- On an annual basis, review HR policies to ensure they are fit for the organisation and take recommendations back to the board of trustees.
- With the Director plan, lead and oversee Team and Board Away days.
- Take responsibility for ensuring performance management across the team through a clear appraisal process and provision of continued professional development opportunities so that standards of best practice are maintained, and staff feel supported.

### General Duties

- Keep abreast of best practice in the arts and culture sector nationally and internationally.
- Keep abreast of Brent's voluntary community sector and challenges the borough faces.
- Ensure that Metroland Cultures policies and procedures with respect to Safeguarding, Health and Safety, Equality Diversity and Inclusion, Environmental and Data Protection are updated and adhered to.
- Be willing to undertake any necessary training or development in order to fulfil the role.
- Substitute for the Director in board meetings and in leading the organisation when the Director is on leave or absent (with board approval).

## Person Specification

### Essential

- A minimum of five years' experience working in a senior strategic role within an arts organisation or a charity, ideally in fundraising or business development.
- A clear commitment to the London Borough of Brent or able to demonstrate a clear commitment to immerse yourself with the Borough.
- Strong, confident, and diplomatic communication skills both written and oral.
- Ability to work with a broad stakeholder base and broker partnerships.
- Proven experience of fundraising, ideally within an arts context.
- Proven experience of developing strategies, policies and plans.
- Proven ability to manage complex programme and organisational budgets up to £2 million.
- Resilience and the ability to work under pressure and problem solve.
- Excellent financial management skills, with experience of carrying financial responsibility for an organisation and ensuring the delivery of targets.
- Proven experience of managing a staff team including recruitment, induction, and appraisal.
- Demonstrable commitment to Equality, Diversity and Inclusion, and the ability to cultivate an inclusive organisation and influence the wider arts and cultural sector.
- Engagement in current discussions around social justice, transformative justice, climate justice and disability justice.
- Strong understanding of the creative industries and arts policy at a local and national level.
- An excellent network in the arts and cultural sector.

## How to Apply

Application is by submission of a full curriculum vitae (Maximum 2 pages) and a covering letter of application (Maximum 4 pages) that addresses the job description and person specification, and that includes suitable daytime and evening telephone contact details. Please ensure you tell us why your experience, skills and interest make you the best candidate for this job. Please include details of any notice periods that would need to be served.

Completed applications should be sent to [lois@metrolandcultures.com](mailto:lois@metrolandcultures.com). If you would like to have a discussion regarding the role, write to Lois with your phone number and details of a suitable time to take a phone call.

All applicants are requested to submit a completed version of an Equal Opportunities Monitoring Form with their application. The information provided will be handled in the strictest confidence and will only be used for statistical monitoring purposes.

### Key dates

- **Closing date for applications is 17th May at 5pm.**
- Interviews will be held on 22nd May and will be in person at Metroland Studios, 91 Kilburn, London NW6 6PS.

## Organisational Chart

