

Spike Island

DEPUTY DIRECTOR JOB DESCRIPTION

Key objectives:

- To ensure that strategic plans are in place to deliver Spike Island's artistic and organisational vision.
- To lead on the administrative, legal, commercial, operational and financial management of Spike Island.
- To ensure that the delivery of Spike Island's activities is supported through operational excellence.
- To ensure that the delivery of Spike Island's activities is supported by an entrepreneurial approach to income generation and fundraising.
- To develop and implement an estates strategy for the refurbishment and potential expansion of Spike Island's facilities

Responsible to/for:

The Deputy Director is responsible to the Director.

The Deputy Director is responsible for the:

- Finance Manager
- Operations Manager
- Office and HR Manager
- Spike Design Coordinator
- Other staff as appropriate

Key outputs:

1. Manage the business planning process and achieve the agreed KPIs.
2. Manage ongoing organisational change and improvement, supporting the Director in determining the most effective use of resources and securing the financial resources necessary to implement these plans and ensure long-term sustainability.
3. Manage the Finance, Operations, HR and Administration functions, ensuring that they are delivered on schedule, within budget and to the highest standard.
4. Contribute effectively to the senior management team and deputise for the Director as required.

5. Coordinate the development of an estates strategy for Spike Island in line with the Director's organisational vision, considering ongoing maintenance, interim refurbishment and future capital developments.
6. Ensure the effective servicing of, and reporting to, the Board and its sub-committees, in particular through the provision of clear and accurate financial, personnel and other information to ensure their informed policy and decision-making.
7. Champion income generation, supporting the Director in developing and implementing a strategy for related activity and fundraising.
8. Support and develop staff, ensuring that they are enabled to manage their areas of responsibility efficiently and effectively.
9. Support the Director as a spokesperson and ambassador for the organisation regionally, nationally and internationally, ensuring that the organisation's interests are protected and advanced.
10. Act as Company Secretary
11. Ensure that all staff operate in accordance with the organisation's employment, Health and Safety, equal opportunities and other legal requirements, organisational practices, policies and procedures.