

# Spike Island

## DEPUTY DIRECTOR PERSON SPECIFICATION

Spike Island seeks an experienced Deputy Director to support the new Director to lead this dynamic arts organisation into its next phase of development.

The Deputy Director will lead on the administrative, legal, commercial, operational and financial management of Spike Island.

A strategic thinker with ambition and drive, you will manage some key stakeholder relationships and will be expected to oversee and further develop our policies and procedures, income generation and fundraising strategies.

Reporting to the Director, you will be responsible for a staff team including the Finance Manager, Operations Manager, Office and HR Manager, and Spike Design Coordinator. You will also deputise for the Director as required and play a leadership role both within and outside the organisation.

Attributes	Essential	Desirable
Qualifications		Degree or degree-level qualification in an art, business or finance related subject
Knowledge	Knowledge of the charitable and voluntary sector  Knowledge of the issues related to diversity and the practices surrounding equal opportunities	Knowledge of contemporary art and design  Knowledge of the creative industries sector
Experience	Strategic and business planning  Comprehensive financial experience, including financial management, budgetary control and audit preparation  5 years' management experience	Experience of fundraising  Experience of evaluation  Awareness of Charity Commission and Companies House obligations

<p><b>Experience (Continued)</b></p>	<p>Operational experience of staff management and developing related policies and procedures</p> <p>Experience of working with Boards of Trustees/Directors</p> <p>Experience of liaising with a range of partners, including: local authorities, public-sector funders, auditors and other stakeholders</p>	<p>Knowledge of HR best practice and employment law</p> <p>Knowledge of current Health and Safety legislation</p> <p>Experience of a Company Secretary role, governance and legal practice</p>
<p><b>Skills and Attributes</b></p>	<p>An entrepreneurial approach to income generation and fundraising</p> <p>Effective decision-making, negotiation and problem-solving skills</p> <p>Computer literate and IT experienced. Comprehensive knowledge of Microsoft Office 2010 and QuickBooks accounting software</p> <p>Ability to prioritise tasks and to adapt in the face of changing pressures and priorities</p> <p>Positive, team-oriented attitude</p> <p>Ability to think strategically and analytically</p> <p>An interest in contemporary art</p> <p>An understanding of the social and economic value of the arts sector and creative industries</p>	

<b>Circumstances</b>	<p>Prepared to work flexibly, including evenings and weekends where necessary in order to meet the demands of the post</p> <p>Living within an easily commutable distance from Bristol or prepared to relocate</p>	
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### **Commitment to Diversity**

Spike Island is an equal opportunities employer and is committed to increasing diversity within its programme, audiences and workforce.

### **Terms and Conditions of Appointment**

**Job duties and job description:** The job description is a guide to the targets that the Deputy Director is expected to achieve. They may change from time to time by agreement to meet changing circumstances.

**Normal hours of work:** Normal hours of work are 35 hours per week. You will be entitled to an unpaid lunch break of one hour each day.

Spike Island operates a flexible working policy, with working hours to be agreed on appointment. Some evening and weekend work may also be required. Time off in lieu may be taken in respect of hours worked over and above the normal hours by agreement with the line manager.

**Salary:** £38k - £42k per annum, dependent on experience

**Term:** Permanent full-time contract

**Pension:** On completion of three month's service, you would be eligible for auto enrolment in to Spike Island's workplace pension scheme.

**Annual leave:** In addition to bank/public holidays, employees are entitled to four weeks annual leave on full pay (pro rata).

**Probationary period:**

This post is subject to a probationary period of six months. There will be a staff review at three months and again at six months. This period can be extended but by no more than 6 weeks in any circumstances.

**Notice period:**

Appointment is subject to a three-month notice period.

**Benefits:**

Spike Island offers access to the following schemes:

Cyclescheme

Childcare Vouchers

All such benefits apply during the course of your employment only.