

1<sup>st</sup> November 2018

Dear Applicant,

**Deputy Director (part-time)**

Thank you for your interest in this position.

Please find attached more detailed information for this post which includes:

- Job Description and Person Specification
- Further information about Iniva
- Application form
- Equal Opportunities Policy Statement and Monitoring Form

To apply, please complete the attached application form. Please also complete and return Iniva's equal opportunities monitoring form. CVs on their own will not be accepted as an application.

Applications should be emailed to [recruitment@iniva.org](mailto:recruitment@iniva.org) with 'Deputy Director' as the subject.

The deadline for applications is Monday 3 December, 10am.

We look forward to receiving your application.

Yours sincerely,



Melanie Keen  
Director

**Iniva**  
(Institute of International Visual Arts)  
16 John Islip St  
London SW1P 4JU  
United Kingdom

Phone +44 (0)20 7630 1278  
[info@iniva.org](mailto:info@iniva.org)

[www.iniva.org](http://www.iniva.org)

**Director**  
Melanie Keen

**Chair**  
Anita Bhalla OBE

**Board of Directors**  
Larry Achiampong  
Adam Epstein  
Somil Goyal  
Marc Nahum  
Ije Nwokorie  
Rodrigo Orrantia  
Ritula Shah  
Rebecca Sinker

**Reg Charity Number**  
1031721



## **Deputy Director: Job Description**

Salary: £24,000 (£40,000 pro-rata) for 3 days per week.  
Hours: 9.30-5.30, 21 hours per week (35 hours per week pro-rata), plus some occasional weekend and evening work which will be compensated by Time off in Lieu (TOIL).  
Contract: Permanent with probationary period  
Reporting to: Director / Chief Curator

### **Purpose of the role**

This is a rare opportunity for an ambitious senior arts professional to take a leadership role in a pioneering arts organisation at a time of significant transformation and growth, on the eve of its 25<sup>th</sup> anniversary. Supporting the Director / Chief Curator in the day-to-day management of the organisation, the Deputy Director is responsible for strategic and financial management of Iniva and The Stuart Hall Library. This role is key to ensuring the future resilience of Iniva in its new home at 16 John Islip Street, London, which is currently being refurbished. The post holder will be a business-minded professional committed to furthering the organisation's stability and growth, working to support the artistic vision and mission, with experience in fundraising across a range of sources. With proven leadership experience, they will be in their element working with a creative team of project managers across learning, development and the library collection.

The Deputy Director is responsible for the organisation's overall budget and overseeing all aspects of financial management, managing people and building operations.

The Deputy Director reports to the Director / Chief Curator, and is supported by a part-time Programme and Operations Coordinator, Book-keeper and a Finance Committee comprising two trustees. There will be additional freelance financial support available alongside this role.

## Summary of main tasks and responsibilities

### 1. Finance

- To oversee Iniva's financial systems, ensuring they are operating properly and that all records are maintained in a systematic, timely and accurate manner with support from the Finance Committee of the board, and the Director.
- To manage and monitor Iniva's overall annual budget and individual project budgets with staff.
- To oversee all accounting activity performed by staff, contractors or service providers ensuring financial control procedures are followed.
- To manage the production of quarterly management accounts and cashflow monitoring documents.
- To oversee regular running of quarterly VAT returns procedures.
- To liaise with Iniva's auditors and oversee the smooth running of the annual audit.
- To set up and oversee regular running of processes to make necessary financial and information returns and reports to the appropriate authorities (e.g. Companies House, Charities Commission, Inland Revenue) on a timely basis.
- To set up and oversee regular running of the monthly payroll and pensions process, including compliance with statutory employer responsibilities.

### 2. Fundraising and Management of Funds

- To work with the Director on the development and delivery of the fundraising strategy for Iniva's activities and programmes.
- To support the Director in the management of the relationship with Arts Council England, and ensuring all NPO funding and reporting requirements and deadlines are met.
- To work with the Director and the Iniva team on the writing of funding applications and preparing budgets as required.
- To support the development of strategies to increase earned income.
- To support the Director in the delivery of Iniva's individual giving programme.
- To ensure all donations are recorded accurately, individuals are credited appropriately, and oversee the preparation of Gift Aid claims.
- To monitor Iniva's projects and oversee reporting to all funders.
- To lead on, develop and deliver funding for Phase 2 of the Stuart Hall Library refurbishment project with the Director.

### 3. Governance, General Management and Compliance:

- To support the Director in the overall management of the organisation, delivering the Business Plan and overseeing risk management.
- To manage the preparation of board papers as well as reporting regularly to, and preparing papers for, the Board of Trustees and the Finance Committee.

- To ensure compliance with the necessary regulatory bodies with regard to charity, company, health and safety, equal opportunities, data protection and anti-discrimination laws.
- To act as a public representative for the organisation and contribute to the organisation's communications strategy.
- To deputise for the Director when required.
- To contribute to the delivery of Iniva's mission and carry out other such duties as may reasonably be required by the Director.

#### **4. Human Resources, Operations and Administration:**

- To oversee daily management of the team, regular line management and be responsible for human resources, including recruitment of staff and interns, holidays and sick leave, training, service provider contracts and updating of policies and procedures.
- To actively promote and ensure compliance with company policies relating to equality of opportunity and diversity.
- To be responsible for building management and operations, including maintenance, health and safety, IT and ensuring that all appropriate building and artwork insurances are in place.
- To oversee all administrative systems and ensuring that the offices runs efficiently and effectively.
- To manage the relationship with our landlord, University of the Arts London.
- To liaise with architects and other contractors in the completion of the Stuart Hall Library refurbishment project ensuring the project is effectively managed in a timely and sustainable manner.

*Note: This description is a guide to the nature of the work and it is not wholly comprehensive or restrictive. It is Iniva's practice to examine job descriptions and to update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes to said job description.*

## Person specification

### Essential

- Minimum three years' experience in setting, monitoring and controlling budgets in the preparation of quarterly management accounts and cash flow forecasts.
- Experience in the preparation of annual statutory accounts in line with Charities SORP.
- Exposure to small business accounting software e.g. Quickbooks.
- Experience of business planning and strategic management.
- A proven track record of fundraising, generating and managing raised funds from a range of sources.
- Minimum three years' experience of managing a team including interns and volunteers in an office environment with a strong ability to build team spirit creating an inclusive work culture.
- Experience of practical office management which includes developing and implementing policies and procedures such as PAYE and filing of annual payroll returns, and meeting regulatory compliance requirements.
- Experience of dealing with landlords, architects and building contractors.
- Excellent administrative and communication skills, both written and verbal, with an eye for detail.
- Ability to multi-task, delegate and prioritise within a busy environment.
- Confident working independently and as part of a small team.
- A commitment to and appreciation of the arts.

### Desirable:

- Knowledge of specialist collections in particular libraries and archives.
- Knowledge of marketing and audience development in the arts.
- Experience of VAT and filing quarterly returns.
- Recognised professional accounting qualification or QBE.
- Good knowledge of the museums, galleries and/or higher education sectors throughout the UK.

*Applicants cannot be expected to be equally strong on all the above criteria, but to provide evidence across the range, in varying strengths and combinations.*

*Black, Asian and ethnic minority candidates are particularly encouraged to apply. We are committed to increasing diversity of staff within the Arts Sector as a whole and it is recognised that Black, Asian and ethnic minority groups are currently under-represented within the arts. We welcome applications from everyone who meets the requirements of the Person Specification.*

**Deadline for applications: Monday 3 December, 10am**

Please note due to limited resources, unfortunately, applicants not shortlisted for the first round of interviews will not be informed.



## **Background information**

Iniva (Institute of International Visual Arts) is an evolving, radical visual arts organisation dedicated to developing an artistic programme that reflects on the social and political impact of globalisation.

With the Stuart Hall Library acting as a critical and creative hub for our work, we collaborate with artists, curators, researchers and cultural producers to challenge conventional notions of diversity and difference. We aim to engage a wide audience, particularly young people, in discourse and debate on issues surrounding the politics of race, class and gender.

Through our programme we work predominantly with British-born and British-based visual artists of African and Asian descent supporting them at different stages in their careers. We offer residencies, commission new work and promote existing practices enabling artistic ambition and development. We also run the Stuart Hall Library Research Network, a regular series of public events in the Stuart Hall Library. By cultivating innovative thinking, we are committed to disseminating research across a wide cultural spectrum and geographical network. Our ambition is to build a greater body of knowledge around each of the artists with whom we work to ensure the legacy of their practices for future generations of researchers and audiences.

Founded in 1994, under the leadership of renowned academic Professor Stuart Hall, Iniva has established itself as a pioneering arts organisation in the artistic environment in the UK and beyond. Now Iniva looks towards the future whilst acknowledging its extensive history and legacy.

## **Iniva's governance**

Iniva is a registered charity and a company limited by guarantee. Iniva's founding chair was the late cultural theorist Professor Stuart Hall who retired in August 2008. The current chair is Anita Bhalla OBE who was appointed in 2013 and the Board currently has nine members.

## **Further information**

For further information on Iniva and its history please refer to the website.  
[www.iniva.org](http://www.iniva.org)