

# projectart works

## JOB DESCRIPTION FOR THE POST OF HEAD OF DEVELOPMENT

Based in Hastings, Project Art Works is one of the UK's leading artist led organisation working with children, young people and adults who have complex support needs and the systems that impact on their lives. A radical and forward thinking organisation, we nurture and support neurodiverse artists and makers to ensure they are visible in mainstream cultural programming.

Project Art Works develops, delivers and collaborates on a wide range of regional and national projects. Our work is uniquely positioned to bridge the social care and cultural sectors in ways that promote sustainable relationships and bring neurodiverse communities into the heart of civic and cultural life.

We are nearing the end of EXPLORERS a 3 year, off-site programme of art and conversation funded through a large Ambition for Excellence grant from ACE and a More and Better Grant from the Paul Hamlyn Foundation. In development is a capital project to improve our studio base, a new in-house programme that will expand our supported studios provision alongside a newly acquired gallery space in central Hastings and a major research project with the University of Kent.

We wish to appoint a Head of Development to join our dynamic and committed team. The Head of Development is expected to play a key role in our strategic and business planning and overall income generation in order to support the delivery of our artistic programme and safeguard our financial sustainability and resilience.

As an experienced fundraiser and strategic thinker with excellent interpersonal and advocacy skills you will lead on delivering a fundraising strategy that builds on an exceptional record of broad-based and cross sectoral funding – public, corporate, sales, private donors, Trusts and Foundations and potential strategic funds being delivered through regional consortia.

You will support capital development plans to regenerate our current studios and 'sanctuary' base in Hastings. This will be aligned with small scale funding for the phased development of a gallery space in central Hastings in partnership with Heart of Hastings/Community Land Trust.

You must be able to demonstrate a genuine interest in the Project Art Works ethos and programme.

- 1. Employer:** Project Art Works
- 2. Hours per week:** 32 hours per week

**Starting salary: £30,270 pro-rata £35,000 (FTE pay scale £35,000 – £42,000 dependant on experience) plus 4% pension benefit.**

- 3. Place of work:** The principal place of work for this post is the office of Project Art Works at Arch 3, Braybrooke Terrace. Hastings. The Head of Development will also be required to travel to other locations; e.g. to participate in and/or monitor projects and attend meetings and/or consultations.

#### 4. Person specification and experience:

##### Key Skills & Experience:

- experience within the visual arts and/or social care
- proactive and highly organised, with strong time management and planning skills
- a flexible approach and the ability to meet tight deadlines and remain calm under pressure
- experience of advising key stakeholders at senior and board level
- experience of strategic planning and fundraising
- credible, confident and articulate, with excellent communication and presentation skills to deliver ideas clearly and concisely to internal and external stakeholders
- ability to work autonomously, taking responsibility for your own actions and making decisions with minimal direction
- a thorough and proactive approach to your work, high level of organisational skills and logistical analysis
- good writing skills and able to write clearly for different audiences and media formats
- competency across office IT programmes
- familiarity using social media platforms including Facebook, Twitter, Instagram, YouTube, Vimeo, Mailchimp
- ability to support colleagues and work well within a multi-disciplinary team

##### Personal Qualities:

- strong leadership with a professional attitude
- reliable and cooperative
- a collaborative team player
- flexible, friendly and helpful
- personable and approachable, with an enthusiastic and motivational nature
- empathy and listening skills
- ability to think creatively and be solution driven.

##### Desirable:

- an understanding about the lives of people who have complex learning disabilities and the social and political context within which they live
- experienced user of Apple
- driver with clean licence

#### 5. Job Description

Tasks	Detail
1. Update and maintain fundraising strategy in collaboration with CEO, Head of Finance and Operations and the team.	Work with CEO & fundraising team to identify and develop new major funding streams. Oversee, regular/fortnightly fundraising meetings to monitor progress of submissions of smaller applications throughout the year. Oversee with HoF&O planning/monitoring systems.
2. Mentor fundraising and project management skills development across the team.	
3. Research and write funding applications to trusts and foundations and statutory funding streams. Ensure reports to funders are clear, accurate and submitted on time.	Working closely with the SMT and creative teams lead on the development & submission of all funding applications including large scale multi-year applications for core & programme.

<p><b>4.</b> Develop capital strategy: research, write and coordinate fundraising for current studios site at the Arches and 12 Claremont with support from freelance fundraiser/s and in collaboration with CEO and the Project Art Works senior management team.</p>	<p>Work directly &amp; communicate with architects and SMT. Research and apply to ACE Capital funding and potential match funding to meet the schedule.</p>
<p><b>5.</b> Work alongside the CEO to promote the organisation's work with funders, stakeholders and corporate partners.</p>	<p>Attend events or meetings, generate new funding opportunities as they arise and nurture partnerships locally, regionally and nationally where appropriate. Attend regular borough and county strategic groups, leading to consortia and/or partnerships.</p>
<p><b>6.</b> Lead on the development and preparation of ACE NPO applications (currently 2018-22) and subsequent funding agreement and annual reports with senior management team.</p>	<p>Lead contact with the CEO/ HoF&amp;O. Monitor &amp; update Business Plan &amp; other reporting and liaising with ACE Relationship Manager/s.</p>
<p><b>7.</b> Lead on the research, update, development and production of the Project Art Works business plans with senior management team.</p>	<p>As part of ACE NPO award, liaise with board and team.</p>
<p><b>8.</b> Line management responsibilities: Communications and Project Manager, Gallery and Project Coordinator, Development Associate (co-managing with CEO where necessary).</p>	
<p><b>9.</b> Supporting Human Resources</p>	<p>Create recruitment packages, coordinate shortlisting &amp; interview process.</p>
<p><b>10.</b> Team meetings</p>	<p>Oversee and ensure meeting structures are efficient and constructive.</p>
<p><b>11.</b> Board of Trustees</p>	<p>Attend board meetings. Contribute to strategy and planning.</p>
<p><b>12.</b> Oversee on-going development of the Friends scheme &amp; volunteer strategy</p>	<p>Oversee development via G&amp;PC.</p>
<p><b>13.</b> Organisational development</p>	<p>Develop &amp; deliver strategic planning workshops.</p>
<p><b>14.</b> Deputise for SMT in their absence</p>	

**Key:**

CEO	= Artist Director & CEO
CD	= Creative Director
HoF&O	= Head of Finance and Operations
C&PM	= Communications and Project Manager
G&PC	= Gallery & Project Coordinator
CPM	= Creative Programme Manager/s
SMT	= Senior Management Team

**6. General**

Two references (minimum of 1 professional referee) and an Enhanced DBS will be required prior to successful candidate taking up the post.

**Application process:**

Please send your application to [info@projectartworks.org](mailto:info@projectartworks.org) with **Head of Development** in the subject before **Wednesday 11 September 9am**.

You need to include:

- A written application with examples how you meet the personal specification/experience that are relevant and demonstrate your ability to fulfil the Head of Development job description.
- Your CV
- A completed monitoring form

Interviews will be held in Hastings on **Wednesday 18 September 2019**.