



RECRUITMENT PACK

**Deputy CEO
(Maternity Cover)**

ABOUT ROSETTA ARTS

Rosetta Arts is an Arts Council England National Portfolio Organisation and is proud to be a dynamic and diverse organisation, delivering exciting, innovative and creative courses, workshops and experiences for underrepresented and marginalised people in east London. Our work centres around visual arts and includes pottery, photography, drawing, painting, mosaics, printing, greening, and more.

At our home base in West Ham, we have several art spaces and studios, a pottery studio with kilns, photography studio, darkroom and a gallery.

We reach out to those who otherwise have little access to the rich and transformative benefits of the arts and education. At the heart of our programming there is something for all ages and stages of a person's creative learning and development. Working across gender, disability, age and income, we respond to poverty and inequality by acting as a catalyst for creative talent.

With a new CEO in place since August 2023, we are focusing with passion and renewed energy on specific areas of work including environmental responsibility, creative wellbeing, inclusive opportunities for children and young people, artist/sector development.



Maternity Cover

Deputy CEO

Role summary

Post title:	Deputy CEO (Maternity Cover)
Contract:	We can be flexible and offer a 0.8 FTE contract at 4 days per week or a Full Time contract at 5 days per week, subject to additional finance functions being taken on.
Start date:	Ideally, we would like the successful candidate to start on 23rd July 2024, for a 5 week handover period with the current Deputy CEO. This could be less than 4 days/week if more suitable for the candidate.
Scale/Salary/Grade:	Full time up to £45,000FTE (40 hours per week) or at 0.8 prorated.
Holiday:	Prorated to working hours, based on 28 days full time allowance.

Maternity Cover

Deputy CEO

Role summary

Probation: 3 months

Line management: CEO

Manages/Supervises: 4 project Managers, Admin & HR Manager/Course Registrar, Marketing Officer, Finance Assistant

Duration of role and hours: 1 year maternity cover contract: 4 or 5 days per week. Weekend working and working outside of standard hours, for example evenings, may be required.

Locations: Rosetta Arts in London E15 and Offsite in and around Newham /East London.
Some national/international travel may be required.



About the role

This fixed-period maternity cover offers a great opportunity to join a much-respected visual arts organisation at an exciting time of organisational refocusing, amid ambitious future plans. As this is a maternity cover, we are looking for someone who can hit the ground running and ideally, will have senior-level experience as a Chief Finance Officer, Chief Operating Officer or General Manager type roles.

We are looking for a confident leader to work closely with the CEO who joined last year and is forging a new vision and way-of-working for Rosetta Arts.

You'll drive successful fundraising and earned income optimisation. You will be a forward planner with an ability to respond to opportunity and manage risk. With keen attention to detail as well as the overview, you'll have strong financial and operational management skills. You will be great with people, have excellent communication skills, and be able to bring out the best in our team.

Main duties will be: financial management of the organisation, working with the part time finance assistant to process invoices and do monthly bank reconciliations; prepare the management accounts for the Board; line-manage 6/7 staff; oversee all operational functions and projects; write funding applications; report to Arts Council England and other funders.



If this role sounds like something you are excited about and utterly capable of, please get in touch.

We know how much work a job application is, and we want to say thank you for that in advance. We very much hope to meet you in-person.

MAIN DUTIES AND RESPONSIBILITIES

- Support the CEO in both the day-to-day running of the charity and its long-term strategic direction.
- Fundraising: lead and develop Rosetta Arts' fundraising plans, and deliver high level fundraising success, maintaining good communication and relationships with funding bodies. Develop funding bids, corporate sponsorship and individual donations, as well as explore the commercial exploitation of certain aspects of our work to increase our earned income. Support & encourage other team members in the development of their fundraising skills (and hitting targets).
- Finance: lead on monitoring annual and medium-term budgets; leading on financial management processes; presenting management accounts.
- Operations: lead on ensuring effective and efficient systems and processes are in place for the smooth running of the organisation.
- Have an overview of the multiple projects that Rosetta Arts delivers and line manage project staff, ensuring that projects are running as promised and that evaluation and monitoring requirements are met.
- Reporting to Arts Council England and to other funders.
- Line management: You will line manage around six people, working on personal development plans and ensuring sufficient training is in-place for each position.
- Grow and strengthen cross-sector partnerships and strategic opportunities.

- Play a visible leadership role with the wider staff team – chairing meetings such as the weekly Team Meeting, where required and reporting to Trustees.
- Work closely with the CEO on the creative development of Rosetta Arts, both initiating new projects where appropriate as well as helping to design projects to meet the briefs of different funders and partners, and providing a supportive, creative environment for the many different artists and practitioners that work in Rosetta.
- Be able to represent Rosetta Arts at various high level meetings and events with key stakeholders as required, maintaining current relationships and ascertaining opportunities for new partnerships.

The Deputy CEO role is therefore to ensure that the company and its various projects continue to run smoothly and effectively in the absence of the CEO.

There will be no aspect of the organisation which you regard as being outside of your remit. This role is responsible for the organisation as a whole, providing leadership across all projects wherever required, bringing an enthusiasm to get stuck in – if an area needs an injection of leadership and sleeves-rolled-up attention then you will be willing to dive into this.



PERSONAL SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Essential experience, skills and knowledge

Please use this as a guide for formatting your application.

- Outstanding organisational and leadership abilities and professional experience in a comparable leadership role such as Chief Finance Officer, Chief Operating Officer, General Manager type roles. Understanding of business functions such as HR, Finance, Marketing, business development, etc.
- A commitment to Rosetta Art Centre's values and a strong understanding of Equality, Diversity, Inclusion (EDI) and intersectionality.
- Operations/Business/Project management: A strong track record in management, ideally in a charity or a not-for-profit arts organisation. Experience of day-to-day management of a building and organisation whilst ensuring performance delivery by all members of the team.
Strong track record and experience of leading, initiating, delivering, and evaluating projects, work plans and efficient systems/processes within deadlines and on budget. Ability to be decisive and work on your own on own initiative.
Evidence of being highly organised and excellent at time management.
- Financial management: demonstrable experience in financial management to include setting and monitoring budgets, producing management accounts, cash flows, and board reporting. Knowledge of Charity finance is essential.

- Fundraising: proven track record of leading and developing successful funding applications and securing significant funding from a range of sources. Proven track record of managing funding agreements and reporting back to funders.
- Proven track record of line management and leading effective teams; getting the best out of people, and creating a safe, nurturing, ambitious, motivated and supportive team culture and working environment.

A strong and effective team leader with the ability to motivate, inspire and take initiative, with a commitment to nurturing distributed leadership skills where appropriate across the organisation.

- Strong knowledge of the arts, culture and creativity sectors and creative industries.

Up-to-date knowledge of key challenges and opportunities within these sectors, including relevant networks.

- Ability to build positive and effective relationships with a complex diverse range of communities, organisations, consortia, artists and stakeholders.

Proven track record of building strong working relationships internally and externally.

Good levels of emotional intelligence.



- Advanced skills in both written and oral communication, presentation, negotiation, collaboration and engagement with a diverse range of stakeholders. A flair for written English and excellent interpersonal, relationship management and public speaking skills.
- Evaluation and reporting: Ability to demonstrate impact, including the ability to analyse and interpret complex data, and telling the story of Rosetta.
- Strong computer literacy (including working knowledge of data analysis, performance/operation metrics, IT/Business infrastructure, MS Office, Google)
Experience of working with accounting software (Xero).
- Strong knowledge of relevant legislation and safeguarding, as well as health and safety. Experience of writing risk assessments.



Desirable experience, skills and knowledge

- A creative thinker with the ability to take a 360 view and make an active contribution to the organisation.
- Demonstrable competency in strategic business development.
- Ability to stand in for the CEO.
- A strong understanding of marketing, branding, visual identity and digital innovation and experience of delivering on digital opportunities.
- Strong knowledge of the community and creative landscape within Newham and/or East London.
- A passion for Rosetta Arts and the work we produce, including the aim to reach out to underrepresented communities and ensure everyone has a chance to be creative, and improve wellbeing through the arts.
- Empathy and ability to positively work with people that may be neurodiverse or vulnerable.
- An accounting qualification. BSc/BA in Business Administration or relevant field; MSc/MBA is a plus.
- Knowledge and understanding of the education world and accredited courses.



Additional requirements

- Duties may vary from time to time without changing the nature of the post or the level of responsibility. The post holder may also be required to carry out any other duties appropriate to the grading of the post.
- This role will involve working with children and vulnerable adults and will require an Enhanced DBS check, which we will arrange.
- Willingness to undertake weekend, evening and bank holiday work if required.
- Full, clean driving licence - and a capability/willingness to drive.





APPLICATIONS

Rosetta Arts is looking for a kind, organised and motivated Deputy CEO to help lead our organisation. You will lead our finance, operations, fundraising and reporting to ensure an effective, resilient, sustainable and growing organisation.

To apply for this job, please:

- Email the **application form**, using the person specification, to explain why you should be appointed to this role and include a CV (no longer than two A4 pages)
- Return a completed **Equal Opportunities form** (this will be kept separate from the selection process)

PLEASE PUT "APPLICATION DEPUTY CEO MATERNITY COVER" IN THE SUBJECT LINE OF YOUR EMAIL and send to info@rosettaarts.org by the deadline of May 1st 2024 at 5pm . Failure to supply any of the above will disqualify your candidature.

Rosetta Arts is committed to being an equal opportunities employer and recognises the importance and advantages of diverse workplaces and communities. We particularly encourage applications from groups who are underrepresented in the cultural sector including working class people, disabled people, and people from ethnically diverse backgrounds.

If you feel that this applies to you, please indicate in your application email.

Should you need this information in another format, or require reasonable adjustment, please let us know.

The closing date for applications is May 1st 2024 at 5pm.

Interviews will be held w/c 6th May or w/c 13th May 2024 at Rosetta Arts Centre.

If you would like an informal conversation about the role, please contact Jan De Schynkel, CEO, jan@rosettaarts.org

