



RECRUITMENT PACK

**Head of Programmes
and Building**

June 2024

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. 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.



Head of Programmes and Building

Role summary

Post title:	Head of Programmes and Building
Contract:	Initially 1 year contract with opportunity to be extended
Salary scale:	£35,000 - £40,000 depending on experience
Holiday:	28 days (including bank holidays)
Probation:	3 months
Reports to:	CEO Jan De Schynkel
Manages/supervises:	Events Officer, Projects & Admin Intern, Artist Educators, Art Technicians
Duration of hours:	Full Time (35 hours per week) - open to discuss a 28 hours a week but the post holder will have to be in the building every day for some time
Locations:	Rosetta Arts in London E15 and offsite in and around Newham. Some national/international travel may be required.
Start date:	ASAP



THE ROLE

To ensure an effective, resilient, sustainable and growing organisation, Rosetta Arts is looking for a kind, organised and motivated Head of Programmes and Building to help lead our organisation. You will develop plans for programmes delivered in our building, including hires; develop an online offer; develop a new corporate offer and manage all aspects of running our building, including overseeing the safe running of our pottery studio.

Together with the CEO and Deputy CEO, you will be involved at a strategic level for all operational aspects, including audience development and marketing.

You will also lead on teacher and volunteer CPD, and have line-management duties and overview of the art technicians, pottery technicians and Health and Safety.

This is an exciting opportunity for an entrepreneurial person to make this new role their own and push the parameters. Rosetta Arts is in a period of significant change and that includes a changing staff structure. As this role is multifaceted, it is envisaged that some duties & responsibilities will initially be prioritised over others and that the nature of the role may change over time; or even that certain job functions will be split off in the future.



If this role sounds like something you are excited about and utterly capable of, please make yourself known to us. We are very keen to meet individuals from all creative disciplines and backgrounds.

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

- Developing and managing our building hires and building/growing our onsite programme of activities
- Developing and managing on online offer to include E-Commerce, an online gallery, online giving tiers and a corporate offer
- Planning and implement a new website
- Strategic planning for audience development, income generation, building management (and future capital planning)
- Developing and implementing a partner galleries offer
- Contributing to overall strategy and fundraising
- Developing and implementing a corporate offer
- Leading on IT functions
- Streamlining our brand and language across platforms
- High level marketing and audience development planning (executed by intern)
- High level HR (with support from PACE HR agency)
- Share some line management duties with the Deputy CEO (maternity cover). Can be flexible but likely to be: Events Officer, Projects & Admin Intern, Artist Educators, Art Technicians
- H&S, Fire Marshalling and Safeguarding lead

Shared with Maternity cover Deputy CEO:

- Line Management
- Fundraising applications
- Some finance functions



PERSONAL SPECIFICATION

Essential, skills, knowledge (please use this as a guide for formatting your application)

- Essential experience, skills, knowledge (please use this as a guide for formatting your application)
- Experience of working in a charity setting
- Commercial strategic acumen and the ability to spot areas for growth. Ability to translate this into robust plans
- A strong track record in successful income generation from a range of sources, including fundraising, corporate, giving and commercial
- Experience in forecasting, business modelling and scenario planning, including strong financial modelling and planning skills with a range of planning and project management tools (for example Gantt Charts)
- Strong project management skills
- Experience of managing a building
- Experience of developing a corporate offer and reaching out to corporates
- Experience of stakeholder mapping and audience development planning
- Clear and adept communication skills and ability to adapt communication styles to a wide range of stakeholders including participants, tutors, parents, funders, corporate businesses
- Relevant Health & Safety and Safeguarding qualifications
- Strong IT literacy including Excel and experience of using room booking systems, developing and updating websites, social media and website analytics, mailchimp, etc
- Strong data collections and evaluation skills and ability to write impact reports



Desirable experience, skills and knowledge

- A creative thinker with the ability to take a 360 view and make an active contribution to the organisation.
- 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.
- Knowledge and understanding of cultural education

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. Please see attached Self-Disclosure form and our Safeguarding Children and Vulnerable Adults Policy & Procedure.
- Willingness to undertake weekend, evening and bank holiday work if required.
- Full, clean driving licence - and a capability/willingness to drive.



APPLICATIONS

To apply for this job, please:

- Download the application form and Equal Opportunities form from our website
- Email the application form, using the person specification below to explain why you should be appointed to this role.
- Please also attach your CV (no longer than 2 pages of A4)
- Return a completed Equal Opportunities form (this will be kept separate from the selection process)

PLEASE PUT "APPLICATION PROGRAMMES AND BUILDINGS MANAGER" IN THE SUBJECT LINE OF YOUR EMAIL and send to info@rosettaarts.org by the deadline of **29th July 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 29th July 2024 at 5pm.

Interviews will be held w/c August 5th 2024 in Newham (location TBC).

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

