

Somerset Partnership Arts in Education Agency
Registered Charity No. 10883241

SPAEDA-Business and Operations Director Job Description

3 days a week

Reports to SPAEDA Board of Trustees

Main purpose of job

To lead the organisation jointly with the Artistic Director, being responsible for the financial and operational development and management of the charity. To work closely and flexibly with the Artistic Director to ensure that Spaeda is run sustainably to fulfil its charitable objectives.

Main responsibilities and duties:

- To keep abreast of Regional and National developments in the field of arts education in order to maintain an understanding of the charity's area of operation, development opportunities and the needs of its clients;
- To work with the Artistic Director to identify and manage funding and partnership opportunities to enable the organisation to deliver its strategic plan and to draw up and submit funding applications as requested by the Trustees;
- To develop and manage the business operation of the charity, working with the Artistic Director to ensure it is financially robust, contributing financial projection expertise to the development and delivery of the strategic plan;
- To manage the financial affairs of the charity using online accounting software, being responsible for managing day to day bookkeeping, financial reporting and forecasting and for liaising with the charity's accountant as required;
- To manage the charity's website and other communications channels; ensuring the charity's activity is marketed effectively to its stakeholders; managing the charity's client databases and customer relations management systems, to ensure they are up to date, accurate and comply with GDPR legislation;
- To engage and manage freelance project management staff recruited for funded programmes as required by Trustees;
- To represent the organisation and advocate its role to the education, arts and cultural sector; to lead presentations and facilitate events as required
- To work to ensure equal opportunity of access to all activities promoted by SPAEDA.

SPAEDA Business and Operations Director - Person Specification

	Essential	Desirable
Experience	Knowledge and understanding of the current issues facing schools their communities and their workforce	Knowledge and experience of working with the education sector
	Proven track record of strategic and business development, working to deadlines and within fixed budgets	Experience of working in the charity sector
	Experience of working with multiple partners and stakeholders and managing and supporting a small staff team	Experience of the reporting requirements of working to a Board of Trustees and of charity and company compliance
	Proven track record of successful fundraising from statutory or charitable bodies	Experience of fundraising within the arts and cultural education sector
	Robust financial management and planning skills including sound practical online accounts management	Experience of using the Xero online accounting system
	Proficiency in managing and developing communications including e-bulletins, web content and CRM systems management and using social media to communicate with a broad range of users (twitter, facebook, Instagram)	Experience of developing and delivering communications strategies
	Proven track record of successful project management	Experience working with or in the arts and arts education
Education	To degree level or equivalent	
Qualities	Excellent oral and written communication and presentation skills	
	Ability to manage and prioritise your own work demonstrating excellent self-motivation and work ethic	
	Self reliant - able to work under your own initiative	
	Collaborative - able to work in partnership with others	
	Flexible in approach and in ability to work flexible hours including some weekend and evening work	
	Ability to travel throughout the County	
Interests	General interest in the arts and arts education	Informed commitment to the development of new work arts education
	Working with the voluntary sector	