

Photoworks are looking for a Deputy Director

Introduction

This pack contains information on the role of Deputy Director, including the job description and person specification, overview of Photoworks and details on how to apply.

About Photoworks

Photoworks champions photography for everyone. We are an international platform, global in reach, and have provided opportunities for artists and audiences since 1995. Photoworks is an international platform focused on the development of photography through a programme of exhibitions, residencies, publications, learning, engagement and the biennale Photoworks Festival. Photoworks also directs the prestigious Ampersand Photography Fellowship and the Jerwood Photography Awards. Our programmes take place nationally and internationally plus our online channels are always open. Our programme brings new experiences to audiences and opens up innovative ways to encounter photography.

Photoworks is a registered charity and the only organisation with a national remit for photography in England. Our work is supported by public funding through Arts Council England's National Portfolio. In recent years we've been working to extend our reach both in the UK and internationally; build new networks; and have positioned the organisation for major partnerships and earned income. This year we are marking our 30th anniversary.

We partner with museums and galleries across the world to deliver our programmes. Our team of ten full and part-time staff, supported by freelancers, work flexibly in a hybrid way UK-wide and in a contemporary and creative office in Brighton.

Louise Fedotov-Clements

Director

About the role, Deputy Director

This post is an exciting opportunity to work with the Director to lead Photoworks in our next chapter, playing a key part in delivering the organisation's ambitious plans for the future. You will work alongside the Director in leading the organisation to achieve our mission and vision and to deliver our artistic programme.

Fundraising and business development is a central part of this role. We raise income to fund our programme through grants, Trusts & Foundations, sponsorship, individual giving, project partnerships, membership and our online shop.

Key among your early projects will be developing and implementing a strategy for Trust & Foundation fundraising. You will also work with the director to develop the organisation's next business plan in the lead up to future Arts Council England National Portfolio Organisation (NPO) funding rounds.

About you

You'll be an enthusiastic and inspiring leader with a passion for visual art/photography. You may have worked in the arts sector previously, or perhaps you're in the commercial sector and want a new challenge.

If you don't tick all the boxes in this job description but are interested in the role then please still do apply. If you're willing to get stuck in and learn about areas you are less familiar with, we will do all we can to support your development in the role.

Job Description

Job title: Deputy Director

Position: Full-time*

*We anticipate that the role will require full-time hours but will consider trialing alternative arrangements, should they seem viable.

Working hours:	Our standard working hours are between 08.00 and 18.00 (a total eight-hour working day with one hour lunch). Occasionally, evening and weekend working will be required (by prior agreement).
Location:	Hybrid working and Photoworks office, Brighton
Line manager:	Director
Salary:	£35,000–£38,000 per annum pro-rata, depending on experience
Pension:	Employees are entitled to a company pension.
Annual leave:	20 days plus Bank Holidays (pro-rata) and Christmas closure (office closes for approximately two weeks).
Contract type:	Fixed-term (two years followed by review). The contract includes a six-month probationary period.

Purpose of the role

We are seeking an enthusiastic and inspiring leader to join our team. Working closely with the Director, you will help lead the organisation to achieve our mission and vision and support the delivery of our artistic programme.

As Deputy Director you will be responsible for all aspects of business development and operational management. You will oversee fundraising, finance, HR, policy and operations, ensuring the organisation maintains stability and runs smoothly. You will be enthusiastic and flexible in your approach, with a desire to drive and grow revenue streams including fundraising from trusts and foundations, individual giving, membership, and sponsorship. As a spokesperson for the organisation you will help build Photoworks' network and develop national and international partnerships and brand awareness.

Main responsibilities

Fundraising, business development and income generation

- Develop and implement a fundraising strategy for Trust & foundation fundraising.
- Lead on grants, Trust & Foundation bid writing.
- Oversee and support individual giving and sponsorship.
- Oversee commercial business development including membership, shop and product development.
- Manage administration with Arts Council England including quarterly and annual reporting.
- Develop and nurture relationships with national and international partners in the cultural sector, and with other stakeholders and funders.
- Manage partners and funders
- Lead on policy implementation, including HR, across the organisation

Finance

- Develop and manage the annual budget (with the Director) and maintain a robust overview of the organisation's financial position at all times.
- Oversee the preparation of the quarterly management accounts (with the accountant).
- Manage quarterly financial reporting to the Board of Trustees and Board administration.
- Oversee monthly payroll, annual audit and Gift Aid returns.
- Ensure strong financial management systems are in place and regularly monitored for effectiveness.

HR, Policy and Organisational management

- Manage internal policies including Health & Safety, Risk Management, Equal Opportunities, DDA, EDI, Safeguarding, Insurances, Employment and Licensing.
- Manage contractual agreements between Photoworks and our partners.
- Recruit and develop staff and freelancers to ensure they carry out their areas of responsibility effectively and work in a mutually supportive environment (with the HR consultant).
- Oversee communications, web and pr
- Line manage part of the team and performance manage if needed.
- Oversee compliance with Companies House regulations and Charity Commission, auditors, accountants and bookkeeping.

Direction and strategy

- Alongside the Director you will help develop NPO business plans and long-term strategy for the organisation.
- Oversee evaluation, data collection and analysis to feed into audience development and business strategy.

- Represent Photoworks at local, national and international networks.
- Represent Photoworks publicly and uphold our organisational values and ethos.
- Deputise for the Director as required.
- Carry out other duties commensurate with the job role.

Competencies

Knowledge and experience

- Experience in a relevant senior role
- Proven track record in fundraising, ideally grants, Trust & Foundation bid writing
- Good business acumen and the ability to manage day-to-day operational and financial functions of the organisation, ideally non-profit, charity and Arts Council NPO.
- Evidence of sound financial acumen and commercial awareness.
- Experience of performance monitoring against agreed targets.
- Understanding of compliance and legal requirements in relation to publicly funded bodies and public funding landscape.
- Excellent decision-making skills, taking into account both internal and external contexts.
- Ability to develop operational, development and financial strategies and policies and implement successfully through project management.
- Experience in managing people, teams and contractors.
- Confident at speaking in public, with the ability to present arguments and ideas persuasively to gain support and influence situations.
- Excellent written English.
- Ability to objectively manage and mitigate risk.

Knowledge and experience (desirable)

- Experience in grants, trust & foundation bid writing for amounts over 50k.
- Knowledge of and interest in history of photography/history of art, contemporary photography, photography festivals, publishing and cultural trends.

Attributes and personal qualities

- Flexible approach to working and ability to work and respond effectively under pressure.
- Willingness and enthusiasm to develop new areas of income.
- Team player and demonstrable success in leading people.

- Comfortable managing relationships with sponsors, patrons and range of external partners and stakeholders.
- Capacity to reshape ideas in response to changing funding opportunities and external pressure.
- Strategic and creative thinker, flexible and open to new ways of working.
- Excellent attention to detail.
- Passion for communicating with and inspiring colleagues, audiences, communities and partners.
- A commitment to, and understanding of, the principles of diversity, equity, access and representation, combined with how to apply them to everything you do at and for work.
- Ability to work flexible and antisocial hours as relevant.
- Capacity to travel nationally/internationally and based within easy reach of London and Brighton.
- Hybrid working, with a mutually agreed number of office days at our Brighton office.
- A passion for photography and an interest in working at Photoworks.

Photoworks strives to be an organisation that represents a broad range of experiences and perspectives. We are particularly interested to hear from candidates who are underrepresented in our sector, including those from minority ethnic backgrounds and with disabilities. We also encourage candidates from a range of backgrounds and disciplines, including those from outside the arts/charity sector, to apply for the role.

How to apply

To apply, please email your CV and a cover letter (each document should be no more than two pages) outlining how your skills and experience meet the criteria for the role. Candidates must also complete our anonymous monitoring form. Deadline for applications is 12pm Tuesday 29th April 2025. Applications should be emailed to natalia@photoworks.org.uk

If you would like to request any further information or to arrange an informal phone call about the role with Louise Fedotov-Clements, Director please contact natalia@photoworks.org.uk

Key dates

Deadline for applications: 12pm Tuesday 29th April 2025

Interviews: 8th May 2025