

Director

Sands End Arts & Community Centre
Fulham, London SW6 3EZ

Full time, Permanent contract

Flexible working arrangements negotiable

Salary: Dependent on experience. £50,000 per annum

Closing date for applications: Monday 14th August 2023

(We reserve the right to close the application process at an earlier date)

Sands End Arts & Community Centre is an independent charity (charity no. 1191900) based in a new, purpose-built building, located on the edge of South Park in Fulham; it was completed in 2020 and shortlisted for the prestigious architectural RIBA 2022 Stirling Prize. It comprises several light and attractive spaces, a community café, a Lodge gallery, landscaped garden and a grove of walnut trees. The centre is open seven days a week including most bank holidays. SEACC has hosted multiple public and private events including conferences, birthday parties, classical music concerts, theatre performances, regular recordings for The Disabled People's Channel and live broadcast of BBC Radio 4 Any Questions?

The person we are looking for

The trustees of SEACC are looking for an enthusiastic, well organised, self-motivated and forward-thinking director who can plan, energise and inspire the SEACC team. This person will ensure that SEACC is a vibrant, well managed community hub and can fulfil its mission "to enrich the quality of life of the whole community". Critical to success will be the development of a wide range of activities and events from music and visual arts to programmes designed to enhance social cohesion and community growth. The Director will report directly to the Board of Trustees.

Main areas of responsibilities, these include but are not limited to:

Community

Engagement with the community, building strong relationships, planning events and activities.
Development of a vibrant arts programme.

Staff management & recruitment

The management of the SEACC team, this currently comprises a receptionist, duty manager, café staff and volunteers.

Charity governance & fundraising

Being responsible for SEACC's charitable status and charity commission compliance. Establish an annual list of charitable objectives. Explore areas of funding and opportunities for fundraising.

Finance

Manage the daily finances ensuring compliance and effective reporting, plus assistance on the annual budget and monthly accounts.

Marketing

Market the SEACC spaces effectively to produce an income stream to fund our charitable objectives and ongoing costs.

Premises management

Overseeing the building management and maintenance including licences, permits, policies and regulations.

The successful applicant will have the following attributes:

Essential

- Passionate about the community and social impact
- Strong organisational skills, with a proven ability to make and execute complex plans within required time constraints
- Experience of managing and having accountability for day to day operations
- Ability to effectively manage a diverse team
- Significant experience managing a budget, including budget planning and oversight
- Able to be on site frequently through the week and on occasion, weekends/evenings
- Effective communication skills with the ability to build strong relationships

Desirable

- Experience of working in a charitable or public sector role
- Direct experience with fundraising
- Located within easy commuting distance of the Centre

Terms and Conditions

Experienced based salary £50,000 per annum

Full time – to include occasional evening and weekend working

Open to discussing flexible working arrangements

Statutory pension and sick pay

25 days per annum holiday plus bank holidays allowances

Probationary period of 6 months (to include a three month formal review)

12 week notice period after confirmation in post

We welcome any opportunity you may have to visit the Centre

Please send your CV with a covering letter to: HR@seacc.uk

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