

Fusion - Oxford's Community Arts Agency

East Oxford Community Centre, 44B Princes Street, Oxford OX4 1DD
01865 245735 info@fusion-arts.org

Job Title	Deputy Director
Terms	Part-time. 22.5 hours per week. Flexible working is needed and expected.
Responsible to	Artistic Director (AD)
Purpose of Post	To manage and coordinate the operational delivery of Fusion's projects, and to support AD with the planning, development, and evaluation of Fusion's programme To oversee and support funding activities and financial administration.

Working Relationships:

1. Day-to-day responsibility to AD
2. Close working relationship with AD and all Fusion staff
3. Contact with centre users, artists, partner organisations and board members
4. Regular contact with Fusion's Treasurer.

Key Tasks

1. Project Development & Delivery

- Support AD in the planning and development of external and centre-based projects.
- Support AD to identify new individuals, groups and communities for participation in the artistic project programme. Initiate and develop partnerships with individuals, groups and organisations as appropriate in liaison with AD.
- Work with the AD and other colleagues to ensure effective planning for programme delivery on schedule and within budget by generating and providing budget and financial information and reviewing project projections.
- Support AD to set aims and objectives for each aspect of the project programme and monitor progress during projects.
- Keep full administrative and documentary records of projects, including writing reports and reporting back to funders.
- Keep full financial control of agreed project budgets in liaison with Bookkeeper & AD.
- Represent Fusion at meetings, conferences, seminars, courses and networking events, as required by AD.
- Present project reports to Fusion's Board of Directors.

2. Financial Management

- Research and develop new project and core funding opportunities and prepare new funding applications.
- Work with AD and staff to ensure Fusion’s finances are well managed and appropriate financial procedures are observed.
- Manage Bookkeeper and ensure they deliver contracted duties.
- Prepare and maintain up-to-date management accounts and statements for quarterly board meetings.
- Support AD in creating the annual budget for approval by the Board.
- Work with AD and other colleagues to ensure a sufficient income base, including the preparation of funding applications and negotiating terms with potential partners.
- Support AD in fulfilling Company Secretary duties and ensure compliance of the charity with all relevant aspects of financial and company law.

3. Other

- Undertake day to day administration as required, including the maintenance of an accurate information base.
- The duties of the post may vary from time to time without changing the general character or the level of the responsibility entailed.
- Attend annual review interview
- Adhere to Staff Handbook / policy documents

Person Specification Form

Specification	Essential	Desirable
Experience	2 years working in a participatory arts/community arts environment	Management experience in a participatory arts/community arts environment
	Experience of a range of art forms and/or arts practices	
	Project management	Project management qualification
	Fundraising within the arts sector	Fundraising accreditation
	Preparing and managing budgets	Knowledge of charity accounting requirements and experience of small office accounting packages
	Understanding and implementing equal opportunities issues	
	Safeguarding policy and procedures	

Knowledge	Knowledge of the arts funding system / ACE/ Local authority structures	Education to degree level or equivalent experience in relevant subject
	Financial accounting procedures	
Skills	A high level of computer literacy	
	Excellent verbal and written communication skills	Marketing experience
	Highly numerate	
	Excellent organisational skills and the ability to manage multiple priorities	
	Ability to set targets and monitor progress	
Qualities	Attention to detail	
	Ability to work on own initiative and as part of a small team	
	Creative, self-motivating and resourceful	
	Good a working with the public and ability to work with a range of people in both professional and informal settings	