### Job information for: PORe Deputy Director

Thank you for your interest in this vacancy. Please read this information carefully and email your application to mark.prest@portraitsofrecovery.org.uk

**We are seeking an experienced, dynamic, proactive, and self-motivated individual to work closely with and support PORe’s Director & CEO. This role principally involves managing the administrative and business aspects of the organisation, including our finances and small staff team to help deliver PORe’s Business Plan.**

Please let us know if you require any reasonable adjustments or have any access needs related to disabilities that we should address during the application or interview process. If you would like an informal chat then please email Mark Prest to arrange.

**How to apply:**

1. A covering letter or statement clearly outlining how you meet the job description and person specification and where you might not, how you could develop those skills.
2. A current CV that includes the names and contact details of at least two referees, one of whom should be your current or most recent employer.
3. A completed Equality Monitoring Form.

**Application deadline: Friday 9 August 2024**

**Interview notification: Friday 16 August 2024**

**Planned interview date: Thurs 22/Fri 23 2024 (TBC)**

**Planned start date (subject to satisfactory references): TBC**

PORe is committed to promoting equal opportunities and encourages applicants from all sections of the community.

**Organisation Overview**

Portraits of Recovery (PORe) is a pioneering visual arts charity in Manchester. We work with leading contemporary artists and people and communities (Recoverists) affected by and in recovery from substance use to create high quality inspirational art.

After 12 years as a project driven agency, PORe has begun an exciting period of organisational change, growth, and sustainability having secured Arts Council England’s (ACE) National Portfolio (NPO) status and Greater Manchester Combined Authority (GMCA) Culture Portfolio funding. This full-time post is part of a newly created team, working alongside and reporting to the Director & CEO, Mark Prest to deliver PORe’s public programme and ACE Investment Principles strategy and targets.

We are the UK’s only contemporary visual arts organisation in this field. By working collaboratively with leading contemporary artists, people and communities in recovery, we share the human face of the recovery experience – breaking down barriers and promoting inclusion. Addiction does not discriminate. Addiction is a health, social and cultural issue.

Mark Prest’s lived experience and resilience led him to found PORe in 2011; a space that opens up new conversations about addiction and recovery through the lens of contemporary art. We engage those in recovery by empowering them as artists and creators, growing their participation in culture, demystifying the world of contemporary art and giving a powerful voice to an often-marginalised community.

Our key stakeholders, people in recovery from substance use, engage with and create high quality inspirational art as a critical part of their recovery journey. Our work is inclusive, activist, durational and process based. Through culture we build ambition by empowering a stigmatised community to enable systemic change.

*We envision a changed society. One in which those in recovery from substance use are, through the transformational power of the arts and culture, empowered to creatively shape the world around them.*

The philosophy that guides our work is Recoverism; an inclusive social movement borne out of the story of both PORe and Manchester itself - the birthplace of social movements like Trade Unionism, Suffrage, and the Cooperative Society. Our work reimagines ways in which people and communities affected by substance use and in recovery are represented and understood. Recoverism is a form of cultural activism: encouraging us to change the world and our place within it through collaboration and mutual support, between those in recovery, artists and wider society.

### Job Description – PORe Deputy Director

### **Job summary**

### Working as part of a new small multidisciplinary team, the Deputy Director will work closely with and support PORe’s Director & CEO. This role principally involves managing the administrative and business aspects of the organisation, including our finances and small staff team to help deliver PORe’s Business Plan.

**Job structure**

Hours: 35 hours per week which occasionally might be anti-social hours as required.

Salary: £34,000 per annum depending on experience.

Tenure: Permanent contract with an initial 3-month probation period which if required may be extended.

Reporting to: PORe’s Director & CEO.

Responsible for: Digital Strategy & Marketing Coordinator & Curator of Social Engagement

Location: At PORe’s office base (currently in central Manchester) and occasionally at

 sites within Greater Manchester where PORe’s activities take place.

*Please note that the role will mainly be office based but some flexible home working to be agreed.*

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| **Core Duties**The core duties are to:* Play a senior leadership and management role, in particular taking responsibility for managing PORe’s finances, daily operations, and the line management and learning and development of staff.
* Ensure the smooth and efficient delivery of core business activities HR and data collection processes and targets.
* Work closely with and support the Director & CEO in PORe’s overall artistic, strategic and organisational development to secure its long-term sustainability.

This new role is critical to PORe meeting its agreed ACE NPO, GMCA Cultural Portfolio and our Business Plan objectives. It provides a wide scope for strategic business development including redesign of business processes in consultation with the Director & CEO.The role’s wide remit covers key business functions including day to day administration, financial management including budgetary control, book-keeping, human resources, updating and maintaining policies and procedures e.g. health & safety, equal opportunities, and safeguarding. The postholder will also be responsible for general office management and the oversight of the collection and use of data and its evaluation to help PORe achieve its targets and funding requirements.We are currently working with an experienced freelance Strategic Fundraising Consultant and the Deputy Director will also work alongside them and the Director & CEO on fundraising initiatives including contributing to bid writing. **Responsibilities:****Leadership and development** 1. Working with the Director & CEO, contribute to PORe’s overall leadership and management, organisational and strategic development and PORe’s long-term business plan including updates.
2. Deputise as appropriate for the Director & CEO in their absence and when necessary, report directly to PORe’s board

**Advocacy and Profile**1. Be an advocate and ambassador for the organisation.
2. Represent PORe at key meetings with existing and potential stakeholders including ACE, GMCA and other funders and stakeholders. This will involve making effective representation to these bodies including, in liaison with the Director & CEO, the preparation and drafting of funding applications as appropriate.
3. Support the Director & CEO in building effective strategic relationships with organisations and individuals, locally, nationally and internationally who will further PORe’s aims.
4. Work with the Director & CEO and Digital Marketing Co-ordinator to ensure the regular update and implementation of marketing, audience development and income and fundraising strategies.

**Financial planning, management and reporting**1. Work with the Director & CEO to formulate all budgets for forward income and expenditure, including, as required, multi-year business plans, annual budget and cash flow forecasts for discussion with the Director & CEO and PORe’s Board of Trustees. This will involve working closely with PORe’s staff team to agree project budgets including income projections for presentation to the Board of Trustees for approval.
2. Ensure that effective systems are in place to manage the day-to-day financial operations, that robust sign-off procedures are in place and all statutory legal obligations to HMRC, Charity Commission and Companies House are met, and that all required filings are made in a timely fashion.
3. Utilising QuickBooks for book-keeping purposes and invoice management.
4. To ensure the timely logging of financial transactions.
5. Ensure the production of timely, accurate and useful quarterly management accounts.
6. Support the Director & CEO to make financial reports, analysis and interpretation to the Board of Trustees and funders as required, and to discuss the implications of such analyses as necessary and offer advice on PORe’s finances.
7. Maintain regular oversight of cashflow with the Director & CEO and to maintain a good working relationship with PORe’s bank.
8. Liaise with PORe’s accountants and work closely with the Director & CEO to oversee the timely production of annual end of year accounts.

**Fundraising**1. Work alongside the Director & CEO and PORe’s Strategic Fundraising Consultant on fundraising initiatives including contributing to bid writing.

**Governance**1. Plan, service and report to the meetings of the Board of Trustees.
2. Support the recruitment, induction and training of new trustees.

**Organisational Management**1. Contribute to good internal communication and business process management, including the chairing and management of team meetings as appropriate.
2. With the Director & CEO, prepare and regularly update PORe’s Risk Register for review and approval by the Board of Trustees at their quarterly meetings.
3. Take responsibility for staff training.

**Operational Management**1. Be responsible for PORe’s day-to-day operation including, health & safety, safeguarding policies and procedures, customer service and the relationship with our landlord.
2. Liaise and carry out risk assessments with and for delivery venues.
3. Be responsible for annual renewal of Public and Employee Liability Insurances.
4. Ensure that all legal obligations are met.
5. Be responsible for PORe’s disaster recovery and business continuity plans ensuring they are updated on a regular basis.
6. Support the use of IT and digital media across PORe’s work by ensuring IT systems are secure, well maintained and managed with a development plan to meet PORe’s needs.

 **People** 1. With the Director & CEO, co-ordinate and contribute to staff recruitment and selection processes and contracting.
2. Line manages the Digital Strategy & Marketing Coordinator and Curator of Social Engagement.
3. Carry out regular performance reviews of staff, identifying and supporting team and individuals’ learning and development opportunities and performance improvement.
4. Lead and manage PORe’s equality, diversity and inclusion and anti-racism strategies to make real and lasting organisational change.
5. Ensure that the company’s equal opportunities monitoring procedures are operating effectively.
6. Ensure that staff training, learning and development is regularly reviewed with the Director & CEO.
7. Promote and ensure good practice and compliance with all employment law and health & safety regulations in PORe’s office and any external sites where staff are working, seeking external professional advice when required.

**Legal and contracting:** 1. Oversee purchasing and contracting across PORe’s operations making sure that the financial implications of contracts have been allowed for in all budgets.
2. Be responsible for legal compliance and good practice across PORe’s business processes in line with charity and company law.
3. Monitor funding agreements and ensure that reporting requirements are met for sector funders.

**Other**1. Undertake training and learning and development as required.
2. Implement environmental and carbon reduction policies, in line with ACE NPO Investment Principle targets.
3. Keep up to date with financial, administrative, and operational best practice together with legal and tax changes.
4. Ensure the organisation is fully Information Commissioners Office/GDPR compliant.
5. Take responsibility for data collection and evaluation e.g. Impact and Insight Tool, Illuminate and Julie’s Bicycle monitoring and evaluation platforms.
6. Work outside of office hours as agreed.
7. Carry out other duties as reasonably requested by the Director & CEO.
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**Person Specification – Deputy Director**

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| **Qualifications and Training (essential)*** Educated to degree level or equivalent and/or with comparable professional and/or life experience.

**Specialist Knowledge (essential)** * Financial management
* Third sector / charity governance
* Health & Safety working practices

**Specialist Knowledge (desirable)** * Interest in and or knowledge of the arts, culture and creative industries
* Main principles and successful track record of fundraising and bid writing experience
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| **Experience (essential)*** Line management in a small organisation, including supporting the learning and development of staff.
* Developing and implementing core HR policies.
* Minimum of 2 years’ experience in a similar role in a small or medium scale arts organisation or non-arts charity.
* Administration of funding contracts.
* Project management.
* Collaborating with creative people and teams.

**Experience (desirable)*** Developing and implementing organisational development strategies and programmes
* Working with and managing relations with stakeholders.
* Procurement and contracting of suppliers.
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| **Practical & Intellectual Skills (essential)*** Proven ability to effectively communicate and negotiate with a wide variety of people.
* Demonstrable ability to manage organisations, projects and relationships to a high standard, on time and on budget.
* The ability to write clear and effective reports, budgets, and schedules.
* Computer literate and highly proficient in Microsoft Office and in particular spread sheet applications.
* Skilled in the use of web and internet communications.
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| **Disposition & Attitude (essential)*** Enthusiasm for PORe’s vision: *of a changed society. One in which those in recovery from substance use are, through the transformational power of the arts and culture, empowered to creatively shape the world around them’.*
* Willingness to deputise in the absence of the Director and CEO
* Flexible, creative, collaborative, and innovative approach to working in a variety of contexts both formal and informal.
* An eye for detail.
* An inclusive team leader who motivates and generates enthusiasm in others and supports the continual learning and development of PORe’s staff.
* Confident in building relationships and collaborating with a diverse range of people.
* A creative ‘can do’ problem solver.
* Ability to work on own initiative and prioritise and organise workload.
* Ability to work under pressure, remain calm and meet deadlines.
* An informed professional interest in the type of work presented by PORe.
* Commitment to the promotion of equal opportunities, diversity and anti-racism through the organisation’s work.
* Committed to work to PORe’s policy and practices to promote environmental sustainability.
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| **Personal Circumstances*** Willingness to work irregular and/or anti-social hours when and as agreed.
* Willingness to travel to locations within Greater Manchester in relation to PORe’s work.
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