

DEPUTY DIRECTOR

Job Description & person specification

JOB TITLE: Deputy Director

REPORTS TO: Executive Director

RESPONSIBLE FOR: Volunteers and staff as appropriate

2-year contract – to be extended pending funding

Closing date for application: Monday 30th September 2019 at 5pm

Salary: £30,000 including Outer London Weighting

Holiday: 26 days PA (as per contract after 2 years increasing to 28 days)

Hours: 35 hours per week

To start January 2020

About Us

Eastside Community Heritage seeks to build services and enable partnerships which record, document and preserve the experiences of different communities, through the provision of social, cultural, educational and historical activities.

ECH has been working in east London for over 21 years, and during that time we have become one of the nation's leading community heritage organisations. We established (with funding from the Heritage Lottery Fund) the London People's Archive now known as the Hidden-Histories Archive, which today contains over four thousand irreplaceable digitalised oral histories of Londoners. The photograph/memorabilia, video and sound clips also form a large element of the archive and the photographs/images has grown to approximate 24,000 the earliest dating from 1898.

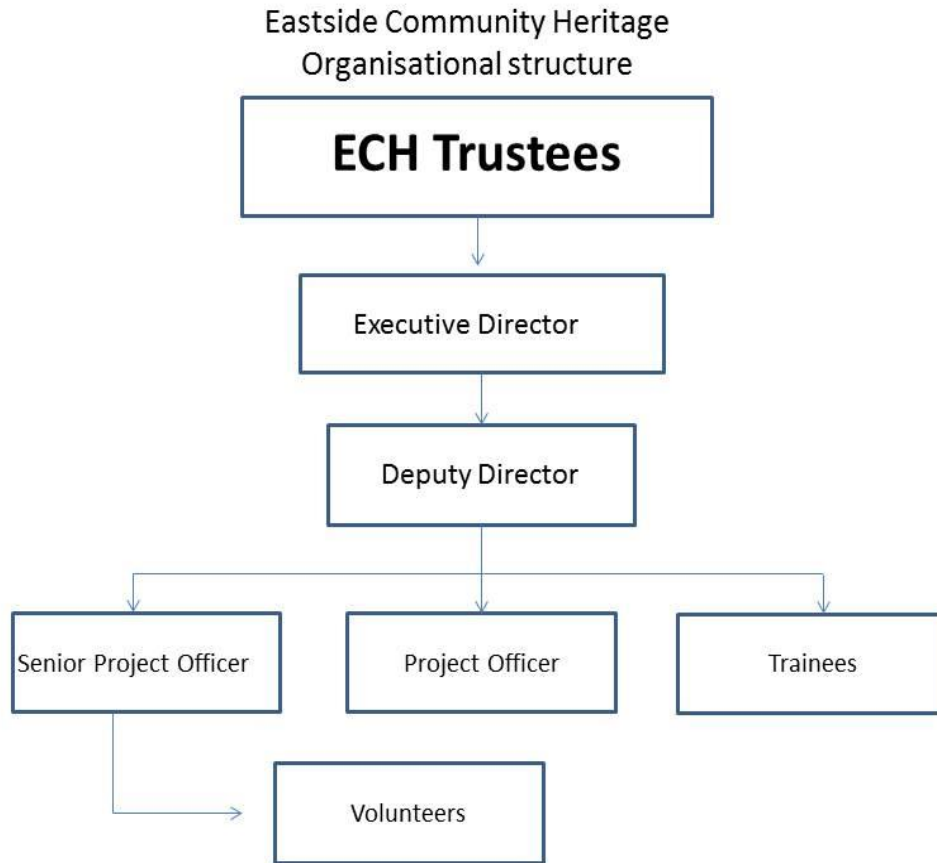
Our mission is to uncover the histories of people which would otherwise permanently be hidden from history; from working class communities, from the economically disadvantaged, from immigrant communities and from disabled people. It is these stories that Eastside has sought, discovered, recorded, exhibited and published, highlighting their historical significance.

Eastside's other work has included; ground-breaking inter-generational and inter-community work; development of volunteering programmes which often result in volunteers moving on to a career in heritage;

ECH has a reputation for training young people in skills and knowledge that will help them to pursue careers in the heritage sector. In 2012 ECH become an accredited Cultural Heritage training centre, specialising in oral history, we have trained over 35 young graduates who have successfully achieved QCF level 3 in Cultural Heritage qualification, and many of these trainees are now in full time employment in the heritage sector.

Personnel

ECH is a small team delivering on average 6-8 community heritage projects a year and comprising of the Executive Director, a senior project, a project officer and 2 trainees.



Purpose of post

We are seeking the right candidate for a diverse and rewarding role assisting the Executive Director to: develop and implement long-term strategic development projects, generate funding and manage fundraising activities, support the Director with personnel management, and lead on general administration in the office.

We are seeking someone with experience of charitable fundraising and an understanding of business operations and policies in small charities. This role is flexible; we would like to give the right candidate the opportunity to bring their excellent knowledge of fundraising and experience in the charities sector to Eastside.

Responsibilities

Fundraising

- Identify fundraising opportunities
- Develop and write funding applications
- Manage relationships with funders and stakeholders

Operations & Strategy

- Assist the Director to develop and implement a five-year business plan
- Co-ordinate and collaborate with colleagues to expand Eastside's services, activities and programmes
- Ensure compliance with legal regulations and internal policies
- Review and implement the equal opportunities and health & safety policies
- To provide written monthly reports and other materials as required to the Executive Director and Eastside Board of Directors

Personnel

- Work with the Director to coordinate and supervise staff and trainees
- Support the Director with HR duties (e.g., recruitment, training & development).

General

- Assist the Director to manage and monitor budgets
- Represent the organisation at events and meetings

Additional details

- The candidate may occasionally need to commit to evening and weekend work.
- The above responsibilities may be added to as reasonably required by the Eastside Board of Directors and the Executive Director.

Person specification:

Skills, knowledge & experience	Essential/Desirable
Experience	
At least three years' experience fundraising in the charity and/or public sectors	E
At least three years in a project management role, or, supporting members of senior management	E
Demonstrable experience of developing organisational strategy and/or business plans	E
Experience managing budgets and expenses	E
Demonstrable experience of administering legal and internal policies	E
Experience line managing team members or supervising volunteers	E
Experience of HR procedures, including recruitment, training and monitoring	D
Skills	
Excellent written skills. E.g. writing funding applications, executive reports and stakeholder communications	E
Excellent verbal skills. E.g. communication with senior-level staff, partners and external stakeholders	E
Proven leadership skills	E
Proven organisational skills.	E
Ability to work on own initiative and as part of a team	E
Demonstrable networking skills	E
Knowledge	
Understanding of present day funding environment, government funding and charitable trusts	E
Knowledge of up-to-date regulation governing charities	E
Knowledge of HR law, policy frameworks, and best practice.	E
An undertaking and commitment to working creatively to promote equal opportunities	E
Experience of working with community groups/organisations	D