



HEAD OF DEVELOPMENT & OPERATIONS

JOB INFORMATION PACK





Dear Applicant,

We appreciate your interest in the position of Head of Development & Operations at The Mosaic Rooms. This application pack includes an introduction to The Mosaic Rooms, the purpose of the role, job description and person specification. To apply, please email us your CV and a cover letter telling us about your interest in The Mosaic Rooms and outlining your relevant previous experience and how you qualify for the role. Please attach your CV and cover letter to your application email as a single pdf document and send to contact@mosaicrooms.org with the subject line: **Head of Development & Operations**.

In your cover letter (no more than 2 sides of A4), please ensure that you address:

1. What interests you about the post and working at The Mosaic Rooms
2. Information on how your skills, abilities, and experience match the key points in the job description and person specification.

On your CV, please ensure that you include:

1. Your contact details.
2. Details of your current and previous employment with dates
3. Contact details for two professional referees (we will not contact referees prior to a successful applicant accepting the job).

Please do not submit any other documents with your application and do not include any important text in the body of the email, as it will not be recorded. Only the attachments will be reviewed by the selection panel.

Timeline:

- Application deadline: **29 March 2024**
- Provisional date first interviews: **9 April 2024**
- Any subsequent interviews will be arranged directly.

The Mosaic Rooms is a small team so regrets that only successful candidates will be contacted.

The Mosaic Rooms is an inclusive employer, who is actively seeking to employ people currently under-represented in the creative and cultural sector.

You can discuss any access needs you may have at any stage in the application process by emailing contact@mosaicrooms.org

About The Mosaic Rooms

Established in 2009 The Mosaic Rooms is a leading London contemporary arts space dedicated to supporting and promoting contemporary culture from the Arab world and beyond. Our activities focus on a free yearly public programme that delivers 2-3 exhibitions (often new commissions and artist's first in the UK); multidisciplinary live events; creative learning projects (primarily focused on families, schools, and young people). All of these activities are artist led and participant centered, and developed through meaningful and collaborative partnerships. We aim to be responsive, empathetic, and discursive about the lived cultures of our local and global audience, artists and participants. We offer a curatorial approach that focuses on enabling, supporting, and developing artists and their projects. The Mosaic Rooms plays a vital role in the UK arts ecology, acting as a platform for audiences, participants, cultural programmers, curators, and researchers to engage and learn with.

The Mosaic Rooms is currently a project of the A.M. Qattan Foundation. Over 2024 we will begin the process of becoming an independent charity. We are now seeking a Head of Development & Operations, a new senior position at The Mosaic Rooms, to help implement and guide our new organisation's operational and financial resilience moving forward.

About the role

Job title: Head of Development & Operations

Salary: £40,000-£43,000

Location: The Mosaic Rooms, 226 Cromwell Road, London SW5 0SW

Hours: Office hours are 9:00 to 17:00, Monday to Friday. Flexibility to work evenings and weekends will be required

Holiday: 21 days per annum plus Bank Holidays

Start date: ASAP

As Head of Development & Operations you will be joining The Mosaic Rooms small and committed team at an exciting period. The role offers the opportunity to help implement a vision for a unique arts space that embodies its strong artistic and community values, at the same time ensuring its future sustainability through its organisational systems, governance, and income streams. We are seeking someone who shares our vision for an arts space committed to creativity, experimentation, and shared learning through inclusivity, equity and care.

This senior strategic and administrative role is integral to the long-term viability and impact of the gallery and its programmes. Working closely with the Director you will be responsible for the organisation's overall fundraising strategy and implementation, financial management, as well as for its governance, and day-to-day operations/building management. As a small team, the emphasis is on a flexible, supportive and inclusive working environment that priorities collaborative working and problem solving.

KEY RESPONSIBILITIES

Fundraising and Management of Funds

- To oversee with the Director the development and delivery of the fundraising strategy for activities and programmes
- To manage writing funding applications and preparing budgets as required
- Conduct research and identify potential new sources of funding from a variety of sources (including public, local authority, trusts and foundations, philanthropy).
- To manage the development of strategies to increase earned income.
- To manage the establishment of an individual giving programme.
- To ensure all donations are recorded accurately, individuals are credited appropriately, and oversee the preparation of Gift Aid claims
- Manage and maintain funding agreements with core funders and lead on contract management and reporting processes, including reporting on audience data and impact evaluation;
- To manage the relationship with Arts Council England

Finance

- Manage financial systems, ensuring they are operating properly and that all records are maintained in a systematic, timely and accurate manner with support from Director and accountant.
- Prepare, manage and monitor overall annual budget and individual project budgets with staff.
- Manage the production of quarterly management accounts and cash flow monitoring documents with accountants.
- Manage auditors and oversee the smooth running of the annual audit and gallery tax relief.
- Manage regular running of processes to make necessary financial and information returns and reports to the appropriate authorities (e.g. Companies House, Charities Commission, Inland Revenue) on a timely basis.
- Manage regular running of the monthly payroll and pensions process, including compliance with statutory employer responsibilities.

General Management

- Promote and maintain productive relations with strategic and operational partnerships, working alongside and reporting to the Director and the Board of Trustees.
- Day-to-day management of the organisation in accordance with the company structure including line management responsibilities.
- Oversee reporting on audience data and impact evaluation.
- Supplier management including contracting and contracts.
- Support the Director to develop, implement, manage and maintain all company policies and create a new staff handbook.
- Oversee compliance with company policies relating to equality of opportunity and diversity, and Data Protection regulations (GDPR).
- Manage office infrastructure to ensure it supports all aspects of activity including office supplies, IT equipment, storage, insurance, maintenance and cleaning.
- Manage general upkeep and maintenance for building, including management of contractors for electrical, building and maintenance work, ensuring studios are kept clean and tidy and in

compliance with health and safety regulations as set out in the lease, ensuring electrical and lighting is in order and checked regularly;

- Liaise with the appropriate and necessary health and safety consultants to book in annual inspections for the building.
- Support the Director with HR, including holiday requests, absence forms, contracts, pensions etc

Other responsibilities

- Support the Director to develop a resilient organisation
- Research, develop and implement new policies, procedures and contracts that ensure best management and organisational processes
- Support the development, recruitment and induction of a new board of Trustees, and then maintain support for the board, including setting the agenda for meetings, and distributing papers and minutes.
- Actively participate in the London contemporary art world and network with artists, gallerists, funders and institutions to promote our work as widely as possible.

ESSENTIAL SKILLS AND ATTRIBUTES

- 5+ years in relevant role within an arts context
- Experience of organisational change, and managing people and the ability to demonstrate leadership and work flexibly within a small team, building team spirit in the workplace
- A strong awareness of issues of equality, cultural diversity and safeguarding, with a commitment to Equal Opportunities;
- Strong engagement with the organisation's values;
- Excellent planning and time management, with the ability to multi-task, delegate and prioritise within a busy working environment
- Strong financial management experience
- Strong experience in setting, monitoring and controlling budgets in the preparation of quarterly management accounts and cash flow forecasts
- Understanding of reporting requirements for a Charity
- In depth knowledge of and familiarity with the arts funding system and Arts Council England NPO
- Successful fundraising experience from Trust and Foundations, local authorities and other public bodies and individual philanthropy
- Ability to negotiate with stakeholders and potential funders
- Experience of developing networks that will support the fundraising and financial resilience of TMR
- Experience of business planning and strategic management
- Good evaluation, communication and business writing skills
- Good IT skills, and exposure to small business accounting software e.g. Xero
- An excellent understanding of the requirements of an Arts Council England's National Portfolio Organisation and ACE's Investment Principles

DESIRABLE SKILLS AND EXPERIENCE

- Knowledge of national and international arts organisations and a good network of contacts
- Experience of working directly with artists, producers, writers and curators
- Knowledge of audience development in the arts
- Comfortable with public speaking and public representation
- Spoken Arabic

Note: This description is a guide to the nature of the work and it is not wholly comprehensive or restrictive. Applicants cannot be expected to be equally strong on all the above criteria. As we are developing the organisation, we will examine job descriptions and update them to ensure that they accurately reflect the job required to be performed, or to incorporate proposed changes to said job description.

