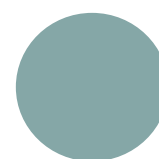


# PHOTOFUSION

HOME FOR THE MAKERS  
IN THE HEART OF BRIXTON  
LONDON.



## Deputy Director- Job Description

### Overview

We are looking for a dynamic Deputy Director who will be critical to the delivery of Photofusion's mission. The Deputy Director will work closely with the Director in all aspects of strategic planning, with specific responsibilities for finance, fundraising, personnel, operations, and compliance. We envision this to be a three or four day a week role, we are open to a conversation about what would work best for you. Salary is based on £35,000 per year, adjusted to reflect a three- or four-day working week. Like all Photofusion employees, you may be asked to work the occasional Saturday or evening.

Responsibilities will include:

### Strategic

- Contribute to the yearly review and evolution of Photofusion's business plan, ensuring that ambitious and realistic financial targets are set and monitored and that the artistic mission is embedded throughout the activities of the organisation

### Finance

- Have a thorough working knowledge of the organisation's business plan and financial goals, including both funded and earned income mechanisms and targets
- Oversee the activities of our Financial Controller, including reviewing the monthly management accounts that the FC produces, keeping and updating monthly cash flow documents, and overseeing preparation of annual accounts (which are generated by our external accountants)

3SPACE INTERNATIONAL HOUSE  
6 CANTERBURY CRESCENT  
INFO@PHOTOFUSION.ORG  
LONDON SW9 7QD

02077385774

WWW.PHOTOFUSION.ORG

VAT NO. 238160962  
REGISTERED IN ENGLAND.  
REGISTERED NO. 2629158

- Ensure that the Financial Controller is managing cash flow well, making payments on time and chasing outstanding debts

## Fundraising

- To develop and implement a fundraising strategy to support the vision and financial well-being of the organisation
- In collaboration with the Director, to agree and be responsible for meeting fundraising financial targets
- To research fundraising opportunities and take the lead in writing funding applications in collaboration with other staff members
- Attend conferences, community meetings, funding fairs and networking events as appropriate.
- Nurture relationships with funders and potential funders, including being the first point of contact for Lambeth Council
- Ensure funding agreements are fulfilled, programming is delivered on budget and evaluation reports are completed on time.
- Take the lead in writing and submitting quarterly, yearly and end of programming reports for funders

## Outreach

- Manager outreach delivery staff, including our Community Delivery Manager
- Take the lead on short-term funded programmes such as Summer School, which may include recruiting freelance staff, making internal arrangements (such as booking rooms and reserving facilities) and recruiting participants
- Set up reporting and monitoring systems in line with funding requirements and maintain all records and data in line with data protection systems.

## Operations

- Take responsibility for the smooth running of the organisation, ensuring that administrative systems are in place and internal communications are strong. This will involve the scheduling and running of internal staff meetings and the dissemination of information to members of the team.
- Ensure compliance with all relevant legislation in relation to employment, operations and finance, and maintain a comprehensive risk register for the organisation
- Act as designated premises supervisor, which includes liaising with the building's management (3Space), ensuring that all risk assessments are up to date and overseeing any work that needs to be completed

## Personnel

- Liaise with Photofusion's HR consultants to ensure that all policies relating to employment are clearly communicated and adhered to (including recruitment procedures, equal opportunities policies, and performance reviews)
- Take the lead in recruiting and training staff, freelancers, and interns

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## Safeguarding

- In this role, you will be the Designated Child Safeguarding Lead Officer. You are responsible for sharing any child protection or safeguarding concerns with necessary authorities. This could include sharing concerns of reported allegations against staff, artists or volunteers with the police and local authority or raising child protection/safeguarding concerns with the Local Authority Child Protection Lead.
- Ensure that all DBS checks are carried out prior to the start of any programmes
- Responsible for arranging child protection training and ensuring staff, freelancers, and board members are safeguard trained to the appropriate level
- Responsible for annually updating Photofusion Safeguarding policy
- Responsible for staying current on child protection and safeguarding law

## Other

- Deputise the for the Director as required
- All Photofusion members are expected to attend Photofusion events and be a part of the cultural life of the organisation
- All Photofusion staff share front of house responsibilities, including answering phone calls, booking darkroom spaces, taking in film for processing, and booking courses
- As a member of Photofusion's staff, you should have a passion for and an interest in photography and the arts.

**Closing Date:** 9am, Monday 8<sup>th</sup> November.

## How to apply:

- A short CV (no more than two pages)
- A cover letter (no more than two pages) outlining how your experience is relevant to this role
- Please send everything to [info@photofusion.org](mailto:info@photofusion.org)

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